

Dear [Candidate Name],

I am pleased to confirm your upcoming pre-interview preparation call regarding your application for the **[Job Title]** position with **[Client Company Name]**.

The purpose of this call is to ensure you are fully equipped for success by discussing the interview format, company culture, and key technical or behavioral expectations.

**Meeting Details:**

- **Date:** [Date]
- **Time:** [Time] [Time Zone]
- **Format:** [Phone Call / Video Link]
- **Dial-in/Link:** [Insert Number or URL]

**Preparation Agenda:**

- In-depth review of the job description and performance goals.
- Insight into the interviewer's background and questioning style.
- Alignment of your specific experience with the client's needs.
- Logistical details and "dos and don'ts" for the interview day.

Please have a copy of your resume and any questions you have about the role ready for our discussion. If you need to reschedule, please let me know at your earliest convenience.

I look forward to helping you prepare for this opportunity.

Best regards,

[Your Name]

[Your Title]

[Agency Name]

[Phone Number]

[Email Address]