

Subject: Confirmation: Pre-Interview Preparation Call - [Candidate Name]

Dear [Candidate Name],

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

Call Details:

- **Date:** [Date]
- **Time:** [Time]
- **Meeting Link/Phone Number:** [Link or Number]

During this call, we will cover:

- Overview of the client's interview style and culture.
- Key technical and soft skills they are looking for.
- Tips for answering specific questions related to this role.
- Logistics and final preparations.

Please have a copy of your resume and the job description ready for our discussion. If you need to reschedule, please let me know as soon as possible.

I look forward to speaking with you and helping you prepare for a successful interview.

Best regards,

[Your Name]
[Your Title]
[Agency Name]