

Subject: Confirmation: Pre-Interview Prep Call - [Candidate Name] x [Agency Name]

Dear [Candidate Name],

It was a pleasure speaking with you regarding the [Job Title] position. As discussed, I have scheduled a brief call to help you prepare for your upcoming interview with our creative team.

Call Details:

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

During this session, we will cover:

- Key insights into the agency's current creative direction.
- A review of the specific portfolio pieces the team is interested in.
- The interview format and cultural expectations.
- Tips for the creative task/presentation (if applicable).

Please have your portfolio ready and any specific questions you have about the role or the agency's workflow.

I look forward to helping you put your best foot forward.

Best regards,

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