

Dear [Candidate Name],

This letter confirms your scheduled pre-interview preparation call with [Agency Name] regarding the [Job Title] position.

The details for our call are as follows:

- **Date:** [Date]
- **Time:** [Time] [Time Zone]
- **Format:** [Phone/Video Link]
- **Conducted by:** [Consultant/Name]

The purpose of this call is to brief you on the specific requirements of the role, provide insights into the agency's culture, and review the interview structure. We will also discuss the key stakeholders you will be meeting during the formal interview process.

Please ensure you have a copy of your CV and the job description available during our conversation. If you have any specific questions regarding the position or the agency, please feel free to raise them during the call.

Should you need to reschedule, please notify us at least 24 hours in advance.

We look forward to speaking with you and assisting you with your preparation.

Best regards,

[Sender Name]
[Title]
[Agency Name]