

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

Dear [Candidate Name],

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

The details for our call are as follows:

- **Date:** [Date]
- **Time:** [Time and Time Zone]
- **Format:** [Phone Call / Video Link]
- **Contact Number/Link:** [Phone Number or URL]

The goal of this call is to review the specific requirements of the role, discuss the company culture, and ensure you are fully prepared for your formal interview with the hiring manager.

In preparation for our call, please have the following ready:

- A copy of your updated CV/Resume.
- The job description provided.
- Any specific questions you have about the client or the interview process.

If you need to reschedule, please let me know as soon as possible.

I look forward to speaking with you.

Best regards,

[Your Name]

[Your Title]

[Agency Name]

[Your Phone Number]