

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

Dear [Candidate Name],

I am pleased to confirm our upcoming pre-interview preparation call. This session is designed to help you succeed in your upcoming interview with our client, [Client/Company Name].

Call Details:

- **Date:** [Date]
- **Time:** [Time and Time Zone]
- **Meeting Link:** [\[Link\]](#)
- **Dial-in Number (if applicable):** [Phone Number]

Agenda:

- Overview of the client's company culture and team structure.
- Review of the specific technical and soft skills the client is prioritizing.
- Discussion of potential interview questions and scenario-based tests.
- Logistical check for remote interview setup (audio, video, and background).

Please ensure you have reviewed the job description and your resume prior to our call. If you have any specific questions about the role or the client, feel free to bring them to the session.

If you need to reschedule, please let me know at least [Number] hours in advance.

Best regards,

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