

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

Dear [Candidate Name],

I am pleased to confirm our 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]
- **Dial-in Number / Link:** [Link or Number]

During this session, we will discuss:

- The specific expectations and leadership culture of [Client Company Name].
- Key competencies and strategic challenges related to the role.
- Logistics and the panel interview structure.

Please have the job description and your CV available for reference. I look forward to speaking with you and helping you prepare for a successful interview.

Best regards,

[Your Name]

[Your Title]

[Agency Name]