

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

Dear [Candidate Name],

I am pleased to confirm our pre-interview preparation call to help you get ready for your upcoming interview with [Company Name] for the [Job Title] position.

Call Details:

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

During this brief call, we will cover:

- The interview format and panel members.
- Key competencies and values the client is looking for.
- Background information on the company culture.
- Tips for answering specific technical or behavioral questions.

In the meantime, please review the attached job description and ensure you have visited the company's website to research their recent news and projects.

If you have any questions or need to reschedule, please let me know as soon as possible.

Best regards,

[Your Name]

[Your Title]

[Agency Name]

[Phone Number]