

Subject: Confirmation: Preparation Call for [Role Name] Interview with [Client Company]

Dear [Candidate Name],

I am pleased to confirm our scheduled pre-interview preparation call for the **[Role Name]** position with **[Client Company]**.

**Call Details:**

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

During this session, we will cover:

- The technical stack and specific project requirements.
- The format of the technical assessment (live coding, whiteboard, or system design).
- Key insights into the team culture and interviewer expectations.
- Logistics and final tips for the interview day.

Please have the job description and your resume ready for reference. 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]