

Subject: URGENT: Pre-Interview Preparation Call - [Candidate Name] / [Company Name]

Dear [Candidate Name],

Congratulations on securing an interview with **[Company Name]** for the **[Job Title]** position.

To ensure you are fully prepared and to increase your chances of success, we have scheduled a mandatory pre-interview briefing call.

Call Details:

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

During this call, we will discuss:

- The interview format and panel members.
- Key technical skills and cultural attributes the client is seeking.
- Potential questions you should be ready to answer.
- Questions you should ask the employer.

Please reply to this email immediately to confirm your availability for this call. If you cannot make this time, please suggest an alternative within the next [Number] hours.

We look forward to helping you ace the interview.

Best regards,

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