

Dear [Client Name],

This email confirms that a phone screen interview has been scheduled between you and the candidate, [Candidate Name], for the [Job Title] position.

**Interview Details:**

- **Date:** [Date]
- **Time:** [Time] [Time Zone]
- **Phone Number to Call:** [Candidate Phone Number] or [Conference Link]

I have attached the candidate's latest resume and the initial screening notes for your review prior to the call.

I will follow up with you shortly after the interview to gather your feedback and discuss the next steps in the hiring process. If you have any questions or need to reschedule, please let me know as soon as possible.

Best regards,

[Your Name]  
[Your Agency Name]  
[Your Phone Number]  
[Your Email]