

Subject: Confirmation: Client Briefing and Phone Screen Interview - [Candidate Name]

Dear [Client Name],

This email is to confirm the upcoming briefing and phone screen interview for the [Job Title] position.

The details are as follows:

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

Prior to the call, I have attached the candidate's resume and a brief summary of their background for your review. During this session, we will cover the initial screening results and allow you to speak directly with the candidate regarding their technical fit and experience.

If you have any questions or need to reschedule, please let me know at your earliest convenience.

Best regards,

[Your Name]  
[Your Title]  
[Your Company]