

Subject: Confirmation: Phone Screen Interview with [Candidate Name] for [Job Title]

Dear [Client Name],

This email is to confirm that a phone screen interview has been scheduled between you and [Candidate Name] for the position of [Job Title].

Interview Details:

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

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

Please let me know if you have any questions or if there are any changes to your availability.

Best regards,

[Your Name]

[Your Company Name]

[Your Phone Number]