

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

Dear [Client Name],

I am pleased to confirm the phone interview scheduled between you and [Candidate Name] for the [Job Title] position.

Interview Details:

- **Date:** [Date]
- **Time:** [Time, including Time Zone]
- **Phone Number to Call:** [Candidate Phone Number] (or specify if Client will be called)

Candidate Overview:

[Brief sentence about candidate's key qualification or attached resume].

I have attached the candidate's latest CV and portfolio for your reference during the call.

Following the interview, I will follow up with you to gather your feedback and discuss the next steps in the hiring process.

Best regards,

[Your Name]

[Your Job Title]

[Recruitment Agency Name]

[Your Phone Number]

[Your Email Address]