

Subject: Confirmation: Executive Creative Portfolio Review - [Candidate Name]

Dear [Candidate Name],

It was a pleasure speaking with you regarding the [Job Title] position at [Company Name]. We are pleased to invite you to a formal Executive Portfolio Review to discuss your creative vision and leadership experience in further detail.

The details for your interview are as follows:

- **Date:** [Date]
- **Time:** [Time, including Time Zone]
- **Location/Link:** [Physical Address or Video Conferencing Link]
- **Panelists:** [Name and Title of Interviewers]

Review Format:

Please prepare a 45-minute presentation focusing on 3-4 key case studies that demonstrate your strategic thinking, creative excellence, and ability to lead high-impact campaigns. We are particularly interested in the business outcomes and leadership challenges associated with each project. This will be followed by a 15-minute Q&A session.

Technical Requirements:

[e.g., Please ensure you have screen-sharing capabilities enabled / Please bring your own laptop and adapter.]

If you have any updated portfolio links or presentation decks you would like to share in advance, please send them to [Email Address] by [Date/Time].

We look forward to seeing your work.

Best regards,

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