

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

Dear [Candidate Name],

Thank you for your interest in collaborating with [Company Name]. We have reviewed your initial application and would like to formally invite you to a creative portfolio review session.

The details of the interview are as follows:

- **Date:** [Date]
- **Time:** [Time] [Time Zone]
- **Location/Link:** [Physical Address or Video Call Link]
- **Reviewer(s):** [Name and Title of Interviewer]

During this session, we would like you to walk us through 3-4 key projects from your portfolio. We are particularly interested in your creative process, the challenges you faced, and the final outcomes achieved.

Please ensure you have your digital portfolio ready for screen sharing or bring a laptop/tablet if the meeting is in person.

Please confirm your availability by replying to this email by [Deadline Date]. If you have any questions prior to the meeting, feel free to reach out.

We look forward to seeing your work in more detail.

Best regards,

[Your Name]

[Your Title]

[Company Name]