

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

Dear [Candidate Name],

Thank you for sharing your work with us. We are impressed with your creative background and would like to invite you to an initial portfolio review with [Agency Name].

This meeting will focus on your creative process, the stories behind your key projects, and your specific role in the work presented.

Interview Details:

- **Date:** [Date]
- **Time:** [Time and Time Zone]
- **Format:** [Video Link / In-Person Office Address]
- **Reviewer(s):** [Name and Job Title]

Preparation:

Please be prepared to share your screen to walk us through 2-3 pieces of work that best demonstrate your problem-solving skills and creative range. Ensure that any password-protected links are accessible or have the credentials ready to share.

Please confirm if this time works for you. We look forward to seeing your work in more detail.

Best regards,

[Your Name]
[Your Title]
[Agency Name]