

[Date]

[Candidate Name]
[Candidate Address]
[City, State, Zip Code]

Dear [Candidate Name],

Subject: Confirmation of Executive Interview - [Project/Role Name]

We are pleased to confirm your interview with [Client Company Name] regarding the [Contract Role Title] position. This meeting will serve as a formal introduction to the executive leadership team and an opportunity to discuss the strategic objectives of this engagement.

The details of your interview are as follows:

- **Date:** [Date of Interview]
- **Time:** [Time] [Time Zone]
- **Format:** [Virtual Link / Physical Office Address]
- **Interviewers:**
 - [Interviewer Name], [Job Title]
 - [Interviewer Name], [Job Title]

Agenda:

The discussion will focus on your previous executive experience, your approach to [Specific Project Goal/Challenge], and the proposed deliverables for this contract term. Please be prepared to discuss your methodology and availability for the duration of the project.

Preparation:

Attached to this email, you will find the [Project Brief / Company Annual Report / NDA]. Please review these documents prior to the meeting.

If you have any questions or need to reschedule, please contact me directly at [Phone Number] or [Email Address].

We look forward to your presentation.

Best regards,

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