

[Your Name]
[Your Portfolio Link/Website]
[Your Phone Number]
[Your Email]

[Date]

[Client Name]
[Client Job Title]
[Company Name]

Dear [Client Name],

Thank you for the opportunity to discuss the [Project Name/Job Title] freelance contract. I am writing to confirm our upcoming interview scheduled for:

Date: [Date of Interview]

Time: [Time and Time Zone]

Location/Platform: [Video Link, Phone Number, or Address]

I have reviewed the project requirements and am eager to share how my skills in [Key Skill 1] and [Key Skill 2] can help achieve your goals for this contract. If there are any specific documents or portfolio samples you would like me to prepare in advance, please let me know.

I look forward to speaking with you.

Best regards,

[Your Full Name]