

Subject: Confirmation of Interview: [Candidate Name] for [Project/Role Name]

Dear [Client Name],

I am pleased to confirm the interview for the short-term contract position of [Role Title] regarding the [Project Name].

The details of the interview are as follows:

- **Date:** [Date]
- **Time:** [Time] [Time Zone]
- **Format:** [Video Link / Phone Number / Physical Address]
- **Interviewers:** [Names of Interviewers]

Attached to this email, you will find the candidate's latest resume and a brief summary of their relevant experience with [Specific Skill or Technology].

Please let me know if there are any technical requirements or specific documents the candidate should have prepared for this discussion.

We look forward to your feedback following the meeting.

Best regards,

[Your Name]

[Your Company Name]

[Your Phone Number]