

Subject: Interview Confirmation: [Candidate Name] for [Job Title] - [Date/Time]

Dear [Client Name],

This email is to confirm the interview for the contract role of [Job Title]. Please find the details below:

- **Candidate Name:** [Candidate Name]
- **Date:** [Date of Interview]
- **Time:** [Time and Time Zone]
- **Interview Format:** [Video Link / Phone Number / Office Address]
- **Interviewer(s):** [Name of Interviewer(s)]

Attached is the candidate's latest CV and a summary of their relevant experience for this specific project.

If there are any changes to the schedule or if you require additional documentation prior to the meeting, please let me know.

Best regards,

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