

Dear [Client Name],

We are pleased to confirm the upcoming interview for the [Job Title] position. As part of our retained search process, we have thoroughly vetted the following candidate and look forward to your evaluation.

Interview Details:

- **Candidate Name:** [Candidate Full Name]
- **Date:** [Date]
- **Time:** [Time and Time Zone]
- **Location/Link:** [Physical Address or Video Call Link]
- **Interviewers:** [Names of Client Stakeholders]

Attached Documentation:

- Updated Candidate Resume
- Executive Summary and Assessment Profile
- Reference Check Preliminary Notes (if applicable)

I will call you briefly after the interview to gather your initial feedback and discuss the next steps in the search mandate. If you have any questions or require additional information prior to the meeting, please let me know.

Best regards,

[Your Name]

[Your Title]

[Search Firm Name]