

[Date]

[Client Name]

[Client Company Name]

[Client Address]

Dear [Client Name],

This letter confirms the interview schedule for the [Job Title] position. We have coordinated with the selected candidates, and the details are as follows:

Candidate Name: [Candidate Full Name]

Date: [Date of Interview]

Time: [Time and Time Zone]

Location/Link: [Physical Address or Virtual Meeting Link]

Candidate Name: [Candidate Full Name]

Date: [Date of Interview]

Time: [Time and Time Zone]

Location/Link: [Physical Address or Virtual Meeting Link]

I have attached the resumes and relevant profile notes for each candidate for your review. Please let me know if you require any additional materials or if there are changes to your availability.

We look forward to your feedback following these sessions.

Best regards,

[Your Name]

[Your Job Title]

[Agency Name]

[Phone Number]

[Email Address]