

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

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

Subject: Confirmation of Interview - [Candidate Name] for [Job Title]

Dear [Client Name],

This letter confirms the scheduled interview for the following candidate:

- **Candidate Name:** [Candidate Name]
- **Position:** [Job Title]
- **Date:** [Interview Date]
- **Time:** [Interview Time]
- **Location/Link:** [Physical Address or Video Call Link]

Candidate Presentation Summary:

[Insert a brief summary of why the candidate is a fit, including key skills, relevant experience, and requested salary range].

I have attached the candidate's updated resume and portfolio for your review prior to the meeting. Please let me know if you need any additional documentation or if there are specific points you would like me to brief the candidate on before they meet with your team.

I look forward to receiving your feedback following the interview.

Best regards,

[Your Signature]
[Your Phone Number]
[Your Email Address]