

[Date]

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

Dear [Client Name],

I am pleased to confirm the upcoming interview for the [Job Title] position. We have scheduled a meeting between you and our shortlisted candidate, [Candidate Name].

Interview Details:

- **Date:** [Date of Interview]
- **Time:** [Time] [Time Zone]
- **Location/Link:** [Physical Address or Video Conference Link]
- **Format:** [e.g., In-person, Zoom, Teams]

Attached to this email, please find the candidate's updated resume and our executive assessment summary for your review prior to the meeting.

I will follow up with you immediately after the interview to gather your feedback and discuss the next steps in the search process. If you have any questions or need to reschedule, please contact me at [Phone Number] or [Email Address].

Best regards,

[Your Name]
[Your Title]
[Executive Search Firm Name]