

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

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

Subject: Confirmation of First Round Interview and Presentation - [Project/Position Name]

Dear [Client Name],

Thank you for the opportunity to move forward in the selection process for [Project/Position Name]. This letter confirms the details for our first-round interview and presentation.

Meeting Details:

- **Date:** [Date]
- **Time:** [Time, including Time Zone]
- **Location/Link:** [Physical Address or Video Call Link]
- **Participants:** [Names of your team members attending]

Agenda:

- Brief introduction of our team and relevant experience.
- Formal presentation regarding [Specific Topic or Proposal].
- Question and answer session.
- Discussion of next steps and timelines.

I have attached a copy of our preliminary presentation materials for your review prior to the meeting. Please let us know if there are any specific technical requirements or additional topics you would like us to address during the session.

We look forward to discussing how we can support [Client Company Name].

Sincerely,

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