

Dear [Client Name],

I am pleased to confirm the on-site interview for [Candidate Name] regarding the [Job Title] position. As discussed, we have scheduled the presentation for:

Date: [Date]

Time: [Time]

Location: [Office Address/Room Number]

Accompanying this letter is a copy of [Candidate Name]'s updated resume and a brief summary of their key qualifications. During this presentation, the candidate will demonstrate their expertise in [Key Skill 1] and [Key Skill 2], and how they intend to address the specific needs of your team.

Attending from our agency will be [Account Manager Name] to facilitate the introduction and assist with any process-related questions. Please let us know if you require any specific equipment or documentation for the candidate's presentation.

We look forward to meeting with you and your team.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Phone Number]