

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

Dear [Client Name],

I am pleased to confirm the interview for **[Candidate Name]** regarding the **[Job Title]** position. Please find the scheduled details below:

- **Date:** [Date]
- **Time:** [Time]
- **Format:** [In-person / Video Call / Phone]
- **Location/Link:** [Office Address or Meeting URL]
- **Interviewers:** [Names of people conducting the interview]

I have attached the candidate's latest CV and any relevant portfolio documents for your review. If there are any specific tasks or assessments you would like the candidate to prepare in advance, please let me know.

I will follow up with you after the meeting to gather your feedback and discuss the next steps.

Best regards,

[Your Name]
[Your Agency Name]
[Your Phone Number]
[Your Email Address]