

[Date]

[Client Name]

[Client Title]

[Company Name]

[Company Address]

Dear [Client Name],

Subject: Confirmation of Virtual Interview and Presentation

This letter is to formally confirm our upcoming virtual interview and presentation regarding [Project Name/Purpose of Meeting]. We are pleased to have the opportunity to discuss how our services can meet your current needs.

The details for the virtual session are as follows:

- **Date:** [Date]
- **Time:** [Time, including Time Zone]
- **Platform:** [Platform Name, e.g., Zoom/Microsoft Teams]
- **Meeting Link:** [Insert Link Here]
- **Access Code/Password:** [If applicable]

During this session, we will present [Briefly mention what will be presented, e.g., our proposal, project timeline, or software demo]. Following the presentation, our team will be available to answer any questions you may have.

Attached to this email, please find [mention any documents: the agenda, company profile, or pre-read materials] for your review prior to our meeting.

Please let us know if you have any technical requirements or if there are additional team members you would like us to include in the invitation. We look forward to a productive discussion.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]