

[Date]

[Client Name]

[Client Company Name]

[Client Address]

Subject: Confirmation of Interview Schedule - [Job Title/Project Name]

Dear [Client Name],

This letter is to confirm the interview schedule for the [Job Title/Project Name] position. We have finalized the following time and location for our meeting:

- **Date:** [Date of Interview]
- **Time:** [Time, including Time Zone]
- **Location/Link:** [Physical Address or Video Call Link]
- **Interviewers:** [Names of people attending from your side]

The purpose of this interview is to discuss [briefly state goal, e.g., project requirements/candidate qualifications]. We have allocated [Duration, e.g., 45 minutes] for this session.

Please let us know if there are any specific documents or materials you would like us to have prepared in advance. If you need to reschedule, please contact us at [Phone Number] or [Email Address] at your earliest convenience.

We look forward to speaking with you.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]