

Dear [Candidate's Name],

This is a friendly reminder about your upcoming telephone interview for the [Position Title] role at [Company Name].

**Date:** [Interview Date]

**Time:** [Interview Time] [Time Zone]

**Interviewer:** [Interviewer's Name]

Please ensure you are in a quiet location with good reception, and have any necessary materials ready for our discussion.

We look forward to speaking with you!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]