

Dear [Client's Name],

I hope this message finds you well. I'm writing to confirm our upcoming meeting with [Candidate's Name], scheduled for [Date] at [Time]. The meeting will be held at [Location/Platform].

During this meeting, we will discuss [specific agenda or purpose of the meeting]. Please feel free to share any specific topics you would like to address.

If you have any questions or need to reschedule, please let me know.

Thank you, and I look forward to our meeting.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]