

Dear Mr & Mrs XXXXXXXX,

It was a pleasure to speak to you today and as promised, I am delighted to send confirmation of the zoom call meeting.

The meeting has been confirmed for **00.00 Hrs** (GMT) on ******DAY** the **00/00/2020** however we will call you on your home telephone number 15 minutes before to help you connect to the zoom meeting. You will also need a personal code to access the meeting which we will, of course, supply. For the avoidance of doubt we will be calling you from our Mallorca Office and so the prefix for the call will be **00 34 971 ...**

We would suggest that you have a pen and paper to hand just in case you need to jot down any important notes or indeed formulate any questions.

I will personally call you the day before your meeting just to reconfirm that the meeting can go ahead as agreed. However if for any unforeseen circumstances you are unable to attend the meeting then do please send me a courtesy email and we can reschedule this for another date or time.

Finally should you have any queries then do please let me know.

Kind regards,



Office Hours 08.30 Hrs until 15.30 Hrs Monday to Friday.

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