## **APPOINTMENT CONFIRMATION**

Dear James,

This is a reminder to confirm your meeting with Mr. Femi. Your appointment is scheduled for Monday, 2022/04/06, 9:00 a.m.

Your meeting is scheduled to be held at the executive office of the Managing Director in 5670 Adeola Odeku street Victoria Island Lagos. This is his secretary's phone number, just in case, 08035357859.

Please feel free to contact me if you have any questions. I will respond to your questions in-depth as soon as possible.

Thank you and have a great meeting.

Best Regards, Elizabeth