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| Example Confirmation Email |
| Dear Alexis,  I look forward to talking with you this Wednesday! I wanted to confirm that I am planning on calling you at (303) 555-5555 at 4:00 PM BST.  Since we lasted touched base I did some research on Idea Couture and love the organization’s values of being playful, bold, and passionate. I’d love to make sure we talk about this during our time together if time permits.  Talk to you Wednesday.  Warmly,  Noha Kikhia |