

Recipients

Subject



To all conference call participants:

This is a reminder to everyone about the upcoming conference call, this Wednesday, July 17 at 9:15 AM. Please make a note of the date and time and be a few minutes early so that we can make sure everyone is available. Conference call details are listed below.

Meeting time: 9:15 AM

Call number: (324) 555-0198

Call code: 3547852

Attending:

John Smith

Gary Riley

If you have any further questions, please contact my executive assistant, Terry Jones, at (534) 555-0028.

Thank you,
John Smith

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