

Validation of Scheduled Call Details

Dear [Recipient's Name],

This letter serves to confirm the details of our scheduled call.

Date: [Date]

Time: [Time] [Time Zone]

Duration: [Duration]

Dial-in Number: [Dial-in Number]

Access Code: [Access Code]

Please let me know if you have any questions or if you need to reschedule.

Looking forward to our conversation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]