Dear Martina,

I will be attending the conference in Toronto next week and I would like to take this opportunity

to meet with you to discuss your latest project. Please let me know when you will be available.

Best regards,

Felippa

**Write a response to Felippa using the same style as the above messages. Include the following:**

**• express happiness about hearing from the other person**

**• agree to meet**

**• suggest a time and place**

**• end the message appropriately**

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Dear Felippa,

I was delighted to receive your email.

We can meet and discuss my latest project next Wednesday afternoon at Toronto Reference Library. Please let me know if the proposed time and location works for you or if you would like to suggest an alternative.

Thank you again for reaching out and I look forward to our meeting.

Best regards,

Martina