

To: Margaret_tec@gva.es
From: it_departamento@gva.es
Subject: Technician's visit

Dear Margaret,
I'd like to confirm you start work on Hospital administration at Monday morning at 8 am.
Our address is Av. Blasco Ibáñez 17.
Our building is near the underground station Facultats.
Our department is on the second floor.
When you walk in to the building go straight, there you will find the lift.
Our department is at the end of the corridor.
When you arrive, please report to Mr. Martinez.
You can contact me on telephone extension 437580.
Enrique Martinez.
IT department.