Dear [Name],

Many thanks for confirming the meeting.

I copy my colleague [Name] who will get back to you with all the information.

In the meantime, I thank you very much and wish you a lovely day.

Best,

[Name]

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Dear [Name],

Following your exchange with [Name], I have the pleasure to confirm his availability for a meeting with [Name] on July 13 at 16:00 if this is suitable at your end.

For access to Berlaymont, please send me back the attached document with the information of the participants. I will issue their V-passes in advance.

*For transparency purposes, this meeting will be published in the Transparency Register of the European Commission.*

*The Cabinet does not intend to communicate actively on the content of this meeting. However, in line with Regulation (EC) No 1049/2001, minutes can be made accessible to the public upon request (without any disclosure of protected interests).*

Looking forward to hearing from you.

With kind regards,

[Name]
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