For invites table please.

Thanks.

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Dear Ms. [Name]

I am contacting you in order to find some dates when EU Commissioner P. Hogan would be available to meet with [Name] at IUCN European Regional Office.

Would you be able to send me some dates in the course of the coming weeks.

Thank you very much in advance,

With kind regards,

European Regional Office
IUCN (International Union for Conservation of Nature)
64 Boulevard Louis Schmidt, 1040 Brussels, Belgium
Tel: +32 2 732 8299 Fax: +32 2 732 9499;
www.iucn.org/europe
Dear Shane,

Sorry we didn't follow up yet. I am copying my assistant Ms. [redacted] to find a convenient time through Ms. [redacted]. Looking forward to the exchange.

Best regards,

European Regional Office
IUCN (International Union for Conservation of Nature)
64 Boulevard Louis Schmidt, 1040 Brussels, Belgium
Tel: +32 2 [redacted] Fax: +32 2 [redacted]
www.iucn.org/europe

On 19-feb.-2016, at 12:15, "Shane.SUTHERLAxx@xx.xxxxxx.xx " <Shane.SUTHERLAxx@xx.xxxxxx.xx > wrote:

Hi [redacted]

I hope you are well.

The Commissioner would be happy to see you. You might like to contact his assistant, Ms [redacted] ( [redacted] ), in order to find a mutually convenient time and date.

We can touch base again as soon as the dates are firmed up in order to properly prepare the meeting.

All the best, Shane

Shane Sutherland
Member of Cabinet

European Commission
Cabinet of Commissioner Phil Hogan