

Good afternoon Mrs Miles,

Thank you for your time this afternoon and once again, our apologies it has taken so long for you to get the correct contact to speak to.

My contact details are below but as I mentioned, I am leaving on the 12<sup>th</sup> Nov so have copied in my colleagues xxx and xxx so you have their details. xxx is part of the Emergency Planning Team and xxx from Corporate Affairs.

As discussed, we will arrange attendance at your December meeting on the 8<sup>th</sup> at 7:30 and closer to the time we will be able to confirm the name of the colleagues who will join you.

Xxx, I will email you separately a summary of what is required for the meeting.

Kind regards,

Xxx

Emergency Planning Manager

Yorkshire Water