

Tom: May I know who is calling, please?

Sarah: Hello, this is Sarah Chen from Innovate Tech.

Tom: Okay, Sarah Chen from Innovate Tech. Please go ahead with your message.

Providing callback information

Sarah: Great. The reason I'm calling is to ask about the final details for our project collaboration meeting, which is scheduled for this Thursday. I received a draft calendar invite, but I wanted to confirm two things with Mr. Peterson directly.

Stating your identity

Tom: Certainly. And what's the best number to reach you at?

Sarah: You can reach me at 0812-555-3434. He can call me anytime this afternoon.

Stating your purpose