24hr letter reminder to clients Discovery Meeting with a reminder to do the survey!

MEETING REMINDER DID NOT DO SURVEY – Put in doc and attach to index

Dear Ani & Leonard,

This email is to remind you of your appointment for tomorrow Tuesday, December 15th, at 5:30pm in our office. Below is a link to a map with driving instructions and attached are pictures of our parking structure for your convenience. Attached is a list of documents that we will need during our meeting.

We would like to also mention that although we love our visitors, please understand that for your safety and ours, we can’t give you a hug or shake your hand no matter how much we may want to. And we kindly ask that you have your mask on when coming into the office building.

***Please take a few minutes before your meeting tomorrow to follow the link below to access our quick questionnaire. We would like to collect some information before the meeting. Please click on the text below.***

[**Questionnaire Link**](https://www.surveymonkey.com/r/RDGVFK7)

**How to find us:**

**Address:**

6200 Canoga Ave, Suite 202, Woodland Hills, CA 91367

[**(Please see map here)**](https://www.google.com/maps/place/6200+Canoga+Ave,+Woodland+Hills,+CA+91367/@34.1835317,-118.5988965,17z/data=!4m13!1m7!3m6!1s0x80c29ea750af2d63:0x58cbdfdde18f13ad!2s6200+Canoga+Ave,+Woodland+Hills,+CA+91367!3b1!8m2!3d34.1835273!4d-118.5967078!3m4!1s0x80c29ea750af2d63:0x58cbdfdde18f13ad!8m2!3d34.1835273!4d-118.5967078)

**Parking:**

We will validate your parking. Please proceed into the 6200 Canoga Parking Garage just straight ahead when you drive in on the driveway from Canoga Ave.

-        In case you need one, disabled parking spaces are located immediately on your left when you drive in through the gate.

-        Please park in any UNRESERVED space. You may need to go to level 3 or higher to find an unreserved spot.

-        In the parking structure, find the elevator on your floor and press number 1 to go to the first floor.

-        Once on the ground floor, make a sharp right to exit the garage and walk straight to the entry door of the building.

         -        After you enter the building, make a left turn at the first hallway on your left and the elevators will be on your left.

            -        Go to level 2, make a left out of the elevator and a right down the very first hallway on your right. Our office is at the end of that hallway on your right!

 We look forward to seeing you tomorrow!

Best Regards,