**ZOOM MEETING WORDING**

Your next <planned / progress check/ advice> meeting is due <on xx/xx/2020 at 00.00) / in the coming months>.

As we cannot meet in person at this time, I would like to suggest that we do this remotely, so that we can still see each other face to face.

I understand that in the current environment concern around potential scams and protection of your personal data is heightened. I would like to reassure you that at <insert name of firm>, we are taking every precaution to protect your personal details and identity.

In view of this, I would like to offer you the opportunity to conduct our meeting using an application called Zoom. Zoom does not require you to have an in-depth knowledge of the system and it’s free and easy to use. You don’t need to have a Zoom account to join a meeting.

Zoom uses 256-bit AES encryption which includes:

* All calls have unique ID numbers and are password protected
* Control over who joins a meeting to prevent unauthorised participants
* The ability to record meetings for future reference

In case you’re unfamiliar with Zoom, I’ve included a 3-step guide to help you prepare for our meeting.

**What else do I need for the meeting?**

* A quiet / private place where you can focus on the call, headphones if you have them, and a good WiFi signal
* Ideally, only have Zoom open on your computer and close any private files
* Please have any relevant documents to hand so that we can refer to them during the meeting

We recommend that you join the meeting a few of minutes ahead of time to enable us to maximize our time together, and to ensure that the Zoom call is connected and working.

If you prefer, we can continue to catch up via phone and email as we usually do, although we believe you will get more out of our meeting by using this recommended approach.

I look forward to connecting with you via Zoom soon. If you have any questions in the meantime, please do contact by calling me on <Telephone number> or emailing me at <email address>.