英文协调邮件校对参考

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原文

Hello team, We was glad to meet you yesterday. I cannot confirm the room booking before 20 October 2026 at 16:00 UTC+8. Please find room-layout-v2.pdf attached. The two speaker is available online only. We has a draft agenda and will sharing it after approval. Could you confirms whether the entrance is step-free? I look forward to hear from you. Best regards, Lin

作者修正参考

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