

Model Document: Appropriate E-mail

Subject: Baxter Meeting Canceled
Date: Tue, 2 Feb 2010 12:24:54 -0600 (PST)
From: Gene Marting <gmarting@secsystems.com>
To: Jane Wright <jrw.waterford@omni.com>

Jane:

I need to cancel the meeting with Thomas Baxter for next Friday (Feb 12). I will work to schedule another meeting because we need to meet with him.

I have attached a copy of the PowerPoint presentation that I'd like to use at the meeting. Let me know if you see possible improvements.

Thanks,

Gene

*Signature block
separated from
message*

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Gene Marting, Manager
Sales Division, Building Systems, Inc.
3555 South 47th Street, Boise, ID 83703
Off: 208-719-6620 Fax: 208-719-5500
<http://www.building/sys/com>
e-mail: gmarting@secsystems.com
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Meeting3.ppt

Name: Meeting3.ppt
Type: PowerPoint Document
Encoding: base64

Figure 8-6 Revised, Appropriate E-mail Message (with Attachment)

Source: Walter E. Oliu, Charles T. Brusaw, Gerald J. Alred (Bedford/St. Martin's 2010)