

Subject: Visit of Mr Bianchi from Ferrara Textiles to our company tomorrow

Tomorrow we will have the pleasure to welcome Mr Bianchi from Ferrara Textiles as a visitor to our company. His company intends to place a large order with us, and we [redacted] that this will become a long-term business relationship. It is therefore very [redacted] to make a good [redacted], and all the staff in your department should know about his visit and be as [redacted] as possible. They should greet him by name, answer any questions he asks, [redacted] procedures etc. He will be looking around the company from about 12.00, after his meeting with me. I would like to make sure that there is someone present in every section over the lunch period, in case he has any questions. Thank you for your [redacted] 