

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 that this will become a long-term business relationship. It is therefore very to make a good , and all the staff in your department should know about his visit and be as as possible. They should greet him by name, answer any questions he asks, 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