

NAME



CLASS

NO

CLOSING

SIGNATURE
FILE

SUBJECT

SALUTION

BODY

MESSAGE
CONTENT

DEAR

TO

REGARDS

FROM



THE OUTLINE OF E-MAIL



Samuel Allison <samuel.allison@xyz-inc.com>
Karen Jones <karen.jones@lmno-inc.com>
Marks report

Karen:
Have you completed a revision of the Marks report, and if so, may I have a copy of it? I would like to take it to my meeting with Rachel tomorrow.

I will be in my office until noon if you have any questions.

Sam

--
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Send