1		Marketing Manager
2		I'm pleased to tell you that your company is one of two short-listed for the production of our new website video. This is an important part of our marketing strategy and we are sure you will treat this with the importance it deserves.
3		Dear Simon,
4		I am writing to express my thank you for your showing me round your production facilities. I was most impressed.
5		Sandy Benny
6		If you need any further help, feel free to contact me.
7		I need to have a draft outline of your thoughts for this video by the end of the month. Please send this to me by email as an attachment.
8		Best wishes

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