

- 1 I look forward to meet you during next week's conference.
- 2 Actually, our marketing team is working on the campaign launch.
- 3 According with the latest KPI report, revenue has grown 15%.
- 4 Could you please explain me the procedure for expense reimbursement?
- 5 Please find attached herewith the contract which we had the opportunity to discuss in our previous encounter.
- 6 The company will attend the charity event by sending a donation.
- 7 In the other hand, we should delay the product launch until Q4.
- 8 Would you mind send me the updated forecast by EOD tomorrow?
- 9 Please be informed that, in order to facilitate a smooth transition, we shall be implementing the new process on the date previously mentioned.
- 10 I am agree with the COO's recommendation.