To: Advertising-list@wssc.com

From: Chairman\_Wang@wssc.com

Date: March 1st, 2022

Subject: Advertising Monthly Review Meeting

Attachment: Meeting agenda

Dear all,

The advertising monthly review meeting is scheduled for four o'clock, this Friday afternoon, in Room 666. Attendance is mandatory for all employees in the advertising department. Top on the

agenda is to discuss new product development and promotion.

The advertising director should show the monthly promotion effect by region. Mr. Green will then present a market research report on consumers' loyalty to products brands at the meeting, which will guide our new advertising campaign for the next month. Please see the attachment for the agenda of the meeting.

If you can’t attend the meeting for any reason, you must clear your absence with your department head and reply before 3 o'clock this Friday morning.

Sincerely,

Jane