FROM: tycho.brakenhoff@company.com  
TO: chris.williams@other.company.com  
SUBJECT LINE: meeting reschedule and questions

Dear Mr. Williams

I hope this email finds you well. I am contacting you regarding our upcoming meeting on January 4. I am unable to attend this meeting for I need some crucial information first. Could we reschedule this meeting?

I have the following questions which I need answered to be able to prepare for our next meeting. The website text seems too colloquial and does not fit appropriatelyin the formally formatted documentation. Shall we hire a writer to reformat it?

Secondly, audacious claims have been made by a rancorous but respected critic. **A grudge is being held by this critic** for some of our unusual design choices. Should we listen to the critic and keep her critiques in mind when we move on or not?

I am looking forward to hearing back from you soon.

Yours sincerely,  
Tycho

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Words used: 134