

Subject: Report Due Monday Evening

Body:

Hi Tom,

I'm working on the report. I am 3 pages away from being done. I approximate it will take 5-7 more hours to complete.

I'll do my best to have it done by Saturday evening.

Happy Friday :)

Subject: Monday Report Done Early!

Body:

Hi Tom,

I stayed at work a little late because I wanted to get that report done early and it is now complete.

You can look it over. It is attached.

Have a great weekend!

Sincerely,
Alex Genadinik