Mitch,

I have some questions and concerns about my annual review. Is there a time that we could get together and go over it? I’d like to look over one of my projects, the usability study, and some issues relating to it. I’ll bring a copy of the document for each of us.

Thanks,

Frank

Mr. Young,

I can personally vouch for the employees in the Chicago office. Each of them are hard workers, and are willing to do everything necessary to make sure this company succeeds, and grow.

That being said, I do understand the need to maintain a high standard of efficiency and effectiveness here at BioNextGen. Mr. Franklin and I had a long conversation about strategies that we are planning to implement in the coming months to prepare for the future product, as well as for our current line of product and services.

If you’d like to discuss these strategies further, I’d be more then happy to get a group meeting scheduled between you, Mr. Franklin, Ms. Vonn, and myself that we could spend time going over the details.

Sincerely,

Jim Brand

Professor,

I’m writing to inform you that I’m unfortunately going to miss our next technical communication class. I will be attending the funeral of an extended family member.

I understand that we have an assignment due at the beginning of our next day. Would it be alright with you if I got the assignment to you prior to that day? If so, what would work best for you? I can deliver it to the class room, attach it to an email, or submit it through the online learning services if any of those work for you?

I appreciate your understanding during this time.

Sincerely,

Ryan