To: Mr. Oscar Black

From: Anthony Frazier

Date:

Re: Out of Town Business in mid-April

Confidentia

I will be out of town several days in April, including: 14,15,21,22, and 23.

I am visiting our clients Mr. Barnes and Miss Young in Ohio on April 14 to discuss an investment opportunity. I will be meeting Mr. Barnes for lunch from 1:00 – 3:00 PM, and Miss Young for dinner at 7:00 PM. I will be in Indiana on the 15th to discuss the same with Mr. Clydesdale.

I am also travelling to attend a conference held in Utah on April 21,22 and 23. The Terra Nova Business Conference is hosting the esteemed speaker Mr. Elrond Garden this year, who was on the Harvard Business Review’s top ten list. The convention will be from 8:00 AM to 7:00 PM daily, and I will be unavailable until 8:45 PM every night. The talent and networking opportunities at this conference are unmatched, and I anticipate we will hire at least three more new staff than we did last year.

Thank you for approving this time, I feel it will greatly benefit our firm.