

French Email

Subject: Send your Feedback ASAP

Bonjour Stéphanie,

I will need your approval for the attached PowerPoint documents for the next meeting we will have on Thursday. Better if you send it earlier so we will have time to work on details. Find the necessary notes to make it polished.

1. Slide 3: Company Organization Chart - Graph needs to be modified to have the most updated changes. It is a must so we need to have it.
2. Slide 5: New Picture Added - Change it with a proper one to not be out of the context. Try to find a clear picture so everyone will get at a glance.

I will also need an outline to elaborate the main points. Prepare it before tomorrow or earlier and ping me to go through on it again together. I am looking forward for your feedback.

Happy new year,
Juanita Hering,
Product Manager