

To:	Linda.tran@senecainsurance.com
From:	Tom.bartsiokas@senecainsurance.com
Subject:	Annual report meeting request

Hi President Tran,

My name is Tom Bartsiokas and I work in the finance department.

I have been assigned the task of project managing this year's annual report, which is scheduled to be printed at the end of the month.

At your earliest convenience, I would like to meet with you to discuss the design, content and overall theme of the publication.

Given your busy schedule, please let me know what date and time works for you.

Best regards,

Tom

Tom Bartsiokas
Project Manager
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To:	Linda.tran@senecainsurance.com
From:	Tom.bartsiokas@senecainsurance.com
Subject:	Annual report meeting request

Hi Linda,

I would like to meet with you to get your ideas for the design, content and overall theme of this year's annual report.

As you know, it is due at the end of the month.

Given your busy schedule, please let me know when you are free for us to connect in person.

Thanks,

Tom

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