

New Message

Recipients

Subject

Hello Mary,

Two questions for you:

1: What happened with Jane?

She looked upset after the meeting.

2: When is Bill returning to work?

I saw he wasn't at his desk today.

Kindly,

Bob Smith

phone: 123-4567 (voicemail disabled) fax: 321-7654

online 9am to 5pm Pacific time zone

I typically reply within 2 days; if you don't get a response by then please remind me