Dear Suzie:

简述

Thank you for inviting me for visit your studios last week. I was most impressed by your new facilities.

细节

I am delighted you can accept our invitation to produce a video to celebrate the company’s 25th anniversary. This is a very special landmark in our history, and it is important that this video portrays our past, present and future.

行动

You promised to let me have a draft outlining your thoughts for this special video. I look forward to receiving this before 30 October together with your approximate costing.

结尾

If you need any further information please give me a call on XXXXXXXXX.

Yours sincerely