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

John,

Appreciate if you would consider and bear in mind that I am no longer responsible for dealing with petty cash. Some of your staff keep bringing their vouchers to me, but this responsibility has been taken over by Martin in Accounts, he is the one who should contacted henceforth for all petty cash matter.

Your co-operation is appreciated in making sure all your staffs know about this.

BRgs/Sally