

To: Management Department
From: Margaret sect@mcafee.com
Subject: Meeting - 2nd March

Dear All,

I have scheduled a meeting to discuss this year's objective.
The meeting will take place on Friday 2nd March, from 9:00 till 11:00, in the conference room.
Please confirm with an e-mail your participation.

Please let me know if there are any problem with the meeting.

Regards,
Henry MC Dowel
MC Afee's president