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| From: | Revellin Mendes – [revmendes@gmail.com](mailto:revmendes@gmail.com) |
| To: | Layara Miranda – [mirandalala@gmail.com](mailto:mirandalala@gmail.com) |
| About: | Business trip |
|  | Good morning, Layara.  All right for your trip?  I need you to let me know what time you will arrive in New York so I can pick you up.  If you need anything, you can call me, my phone number is 2345-5432.  The hotel you will be staying at is the Royalton New York. I've already booked the hotel, just show up and named yourself.  I remember your meeting with the CEO of BeloMar will be on Monday the 24th, the time is 10:00 am.  Right after the meeting, I need you to send me a feedback.  Sincerely Revellin. |

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| From: | Layara Miranda – [mirandalala@gmail.com](mailto:mirandalala@gmail.com) |
| To: | Revellin Mendes – [revmendes@gmail.com](mailto:revmendes@gmail.com) |
| About: | Business trip - Answer |
|  | Good afternoon Revellin!  I have already confirmed the tickets with the airline, everything is ready. I arrive around 10:00 am on the 23rd, drop off is at gate 7.  Thank you so much for being concerned about my stay, I will do my best to represent the company.  Feedback will be in your hands right after the meeting.  Thank you, Layara. |