

From: Taro Yamada
To: Jack Green
Subject: Yesterday's meeting

Dear Jack,

Thank you for meeting with me yesterday and giving me the opportunity to explain about our latest services. I believe I now have a good understanding of your company's needs.

As such, I will prepare a proposal within a week that reflects the concerns you expressed at our meeting, and then call to arrange a time for a second presentation.

Please feel free to contact me with any other questions or requests.

Thank you for your time and consideration. I look forward to being of service to you.

Sincerely yours,

Taro Yamada
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