

Model Document: Revised, Appropriate E-mail

Subject: Baxter Meeting Canceled
Date: Tue, 3 Feb 2003 12:24:54 -0600 (PST)
From: Gene Marting <gmarting@bdsystems.com>
To: Jane Wright <jrw.waterford@omni.com>

Jane:

I need to cancel the meeting with Thomas Baxter for next Tuesday (Feb 10).
I will work to schedule another meeting because we need to meet with him.

I have attached a copy of the PowerPoint presentation that I'd like to use at the meeting. Let me know if you see possible improvements.

Thanks,

Gene

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Meeting3.ppt

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