

## Email 1

### New Message

To Kelly

Subject Supplier Decision

Hi Kelly,

I hope you find this email well.

I am writing in attention with the pending decision on our new supplier. Unfortunately, the deadline is fast approaching and we need a decision to be made.

Perhaps you'd be interested in meeting to discuss this decision. Does Friday at 4pm work on you? Let me know as possible as soon.

I look forward to hear from you.

Kind thanks,

Sam

Send

## Email 2

### New Message

To Sam

Subject Supplier Decision

Hi Sam,

I hope you and my family are well too.

Thank you for your reminder email. Of course, I have made my final decision but would like to run it by you in a meeting. Unfortunately, I'm unoccupied on Friday at 4pm. Would possibly it be to meet at 5pm instead?

I hope you have a lovely weekend advance.

Many best,

Kelly

Send

## Email 3

### New Message

To Kelly

Subject Supplier Decision

Hello again Kelly,

Thanks for your fastly reply. We're all well and had a wonderful weekend, I hope you did too.

No problem. Yes, 5pm on Friday works at me. I'll book in the meeting online and you'll receive an email confirmation.

Please could you send thought a report outlining your decision alongside a meeting agenda and distribute it to all those involved.

Please hesitate to contacting me if you require any assistance with this.

All best,

Sam

Send

## Email 4

### New Message

To

Sam

Subject

Supplier Decision

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Morning Sam,

I appreciate really booking in the meeting. I can confirm I've received the meeting details.

As regarding, please attached a report outlining my decision as well as a meeting agenda (all participants Bcc'd in this email).

If you have some questions at all about my decision or would like to add anything to the meeting agenda, please let me know just.

I look forward to meet on Friday.

Kelly

Send

## Email 5

### New Message

To Sam

Subject Supplier Decision

Hi again Sam,

Apologised, I forget to attached the updated version of the report in my previous email - now is attached. I apologise for any convenience caused.

Have a day lovely.

Kelly

Send