

From: Mai Sasaki  
To: Nick Lee  
Subject: Appointment request

Hello Nick,

My name is Mai Sasaki and I'm writing to let you know that I am your new account manager, as Yu Saito is being transferred to our head office at the beginning of next month.

If it's convenient for you, I'd like to schedule a brief meeting at your office next week to introduce myself and some of our new services I believe will be of benefit to your company.

Please let me know what day and time is best for you. In the meantime, please feel free to contact me if you have any questions. I look forward to meeting you.

Sincerely,

Mai Sasaki  
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