From: Kenta Imai To: Sam Tan Subject: Rough design for magazine ad

Dear Sam,

Thank you for sending the specific requirements for your magazine ad. Our designer got to work on it straight away and came up with a rough design, which is attached for your consideration. If there is anything you would like to add or change, please let us know by Oct. 18.

Thank you.

Kenta Imai Account Manager ABC Advertising Agency 12F ABC Building 1-1 Chiyoda Chiyoda-ku Tokyo Phone: 03-1234-5678 Cell phone: 080-1234-5678