

From: Eri Kimura
To: Mike Fox
Subject: Website design proposal

Dear Mike,

I hope all is well.

I'd just like to confirm that you received the proposal I sent last Wednesday. We need to start work on your website to meet the launch date, so I'd appreciate your feedback on the proposal at your earliest convenience.

If you haven't received the proposal, let me know and I will resend it immediately.

Thank you.

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