

From: Kaori Yamaguchi
To: Pat Willis
Subject: XYZ price raise

Pat,

I just received news that XYZ Enterprises is raising prices next month. I need you to get in touch with their sales rep ASAP and find out what they plan to charge for each of the products they supply us. Be sure to get back to me with the results.

As for the rough draft for the proposal you gave me yesterday, I found it well-researched and informative. Please proceed with it and submit the final draft by Friday.

I'll be in and out of meetings all day today, but you can call me on my cell if you need any help with the XYZ deal.

Thanks.

Kaori Yamaguchi
Supplies Manager
ABC Retail Inc.
18F ABC Building 1-1 Chiyoda Chiyoda-ku Tokyo
Phone: 03-1234-5678