MEETING REQUEST EMAIL TO CLIENT (SAMPLE)

*Clients are tricky, and as such the best way to go about an email in this category is to be concise and straight to the point, stating the purpose of the meeting and how it can benefit the client, also adding contact information in closing the email. It is important not to force a client to wade through unnecessary information that they may not even be patient enough to read through.

(Take note that meetings with clients should not be requested on first contact).

Sample meeting request email

TO: johndoe@products.com

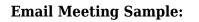
SUBJECT: 'MEETING REQUEST: XYZ PRODUCT ADVERTISING '

Dear Mr. John,

I am writing with regard to our earlier discussion about launching an ad campaign for your new product – our company has an impressive

Email Meeting Sample

M Tight



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Email Meeting Sample Introduction

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I'm trying to find the voltage ... Removing a drum machine from a Kimball 700 Organ to ... Jul 27, 2012 — Hey, just removed a drum machine from a Kimball 700 Swinger organ I found at a thrift shop ... But the service manual for the organ said -32V was ... Organ Blue Book - 1985-1986 Same specs as DX-700A/1 700 plus: Additional Voices, Drawbars, and. Presets ... Swinger Rhythm (12) w/Swinger. Bass, Magic Bass, Keyed Rhythm. Magic Memory ... Kimball Organ: Books Swinger Organ Course: The INS and Outs of the FUN Machine: A Guided Tour of the Care and Maintenance of Your New Swinger 580 ... Service Manual Kimball Player ... Kimball Organ Service Manuals We have a variety of original Kimball organ service manuals. Message us before buying with the particular model you are looking for. Price is for ONE SERVICE ...