

## A Sample Email:

English Club website: <https://www.englishclub.com/business-english/>

To: jane@paristours.com  
From: pierre@paristours.com  
Subject: Minutes

Hi Jane,

I just wanted to make sure that you would be available to review last month's minutes and present them at Friday's meeting. We have a new staff member joining us, so I'd like to give her a chance to see where things have been going since the last meeting.

If you have any concerns about this, let me know.

Thanks,  
Pierre