Mr. Jim Smith

CXO

ABC Company

Dear Mr. Smith;

Skip Miller with XYZ Company here. We had a great meeting with Lori Jones and John Thomas this week. We discussed:

* + ABC ROY 20XX objectives and gaps – 2 major issues came out of this one
  + ABC Competitive risks – in summary, there were three that still need to be addressed
  + ABC Strategies and challenges – the lack of a concrete ROI based strategy is holding you back

This was an exciting meeting. Our next step is to get back to Jill with some ideas quickly so you might be able to implement them for a positive effect in 20XX.

Again, just wanted to keep you in the loop.

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