

3/8/2008

John Smith  
ABC Company  
123 Anywhere Street  
Anywhere, MN 55125

**Subject:** Rough agenda for meeting, March 17 8:15 AM, to discuss service options for ABC Company

Dear John,

I look forward to our up coming meeting. I've prepared a rough agenda for your review.

**Rough Agenda for ABC Company**

- MCC Company Story
- Discuss John Smith's role at ABC Company
- Discuss ABC Company's current process
- MCC understanding of stated environment
- Preview Demo ( if time allows )
- Rough investment analysis ( if time allows )

Thank you for meeting with me to discuss the current and future plans at ABC Company.

Chris Murphy  
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Murphy Consulting Company