

# BASIC EMAIL EXAMPLE for ASYNCHRONOUS COMMUNICATION

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TO: John Smith

FROM: Karen Johnson

SUBJECT LINE: Q2 Marketing Campaign Next Steps

Hi John,

Wanted to touch base on the next steps for the Q2 marketing campaign. I'll need your signoff on the final advertisement proofs and a review of the marketing demo video by EOD this Friday, 1/12. Let me know if you have any questions.

Thanks!

Karen

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