**The ‘Meeting’ Template**

Subject line: Here’s that information you asked me about.

Hi [Dave],

Thank you for giving me the opportunity to speak to you on [Monday].

You said you wanted more information on [Issue X]. Our accounting department put together a tailored spreadsheet with the [relevant information] for you. I’m sure you’ll find it very helpful.

Drop me a line once you’ve had a look at it and we’ll take it from there.

Thanks,

Gina.