

Business Reminder Email

To: lara@fmale.com

Subject: Business reminder mail

Dear Lara,

This email is a reminder in regards to the business contract that we had sent you on 1st of March 2012. There has been no reply from your end since we have sent the business contract.

We had a business meeting on 27th of February 2012. As per the meeting we both had agreed to enter into a business deal where we would be providing software services to your organization. You had asked us to prepare the contract and mail it to you. So we have done so accordingly but there has been no response from your end. We would require you to sign the contract and mail it back to us.

It would be really helpful if you could get back to us as soon as possible and inform whether you are fine with conditions in the contract.

Regards,

Sam Rock

Business Head

Soft Technologies