

Dear Dr. Eleanor Hayes,

Today I hope to request a short meeting with you in order to present our proposal to work with your company. We've noticed your interest in our previous carbon footprint assessment service and we now like your contribution to our new project. We have a flexible schedule and are available at any time in the next two weeks. Your contribution would be valuable and will decrease the time spent on project Green Earth greatly.

We have requested your contribution because we have noticed your previous interest in our carbon footprint assessments and hope our new project will appeal to you as much as our recent project has to you.

During previous projects, we have worked with many people and we've noticed profit and production rates rise dramatically. This shows how valuable our clients are and how much it will help. I hope working with us will increase your profits but also help the planet and your company. If things do not go to plan, we will accept that Brightfield Solutions has not planned well and will be taking full responsibility.

Whenever you're available, we can schedule a brief meeting to list the full details of our plan. Please do not feel stressed about the timing as we are always available and you can meet us at any time you like. If you are unavailable, we are more than happy to send a brief message to you about the points that would be listed in the meeting.

In the next two weeks, we will be available at any given time so please try to contact us before then. If you are unavailable in the next two weeks, we will try to schedule another meeting later on.

Please let me know when you're available as soon as you can as we will await your reply. Once again, don't feel pressured as we are flexible. If you have any questions, don't hesitate about contacting me at 04 89 76 65 24 or email at Jayden.zhang@brightfieldsolutions.au

Your sincerely,

Jayden Zhang

Marketing Manager

Brightfield Solutions

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