To: David.Wright@europeanmarketing.com

From: ceo@hudsoncorporation.com

Cc: executive.assistant@hudsoncorporation.com

Subject: Follow-up and Next Meeting

Dear Mr Wright,

It was a pleasure meeting with you and your team last week. I would like to summarise the actions we agreed upon:

1. Launch of joint marketing campaign in key European markets – to increase brand visibility and ensure stronger positioning.
2. Investment in digital advertising – to target new customer segments and strengthen our online presence.
3. Quarterly review meetings – to evaluate progress, share feedback, and adapt our strategy when necessary.

These actions will help us strengthen our collaboration and achieve our shared objectives.

I propose scheduling our next meeting on Wednesday, 16 October at 10:00 AM CET, at your offices in Brussels, or alternatively via video conference if more convenient. Please let me know if this time suits you and your associates.

I look forward to continuing our successful cooperation.

Best regards