Hello David,

Thanks for a great meeting yesterday. I feel the presentation was a success, and the feedback from you and your team was encouraging. Based on some of the points raised by you in the meeting, I had some further ideas, particularly related to the print media campaign. I hope I can raise them next time we meet.

Speaking of which, how about we schedule another presentation in around a week's time? I can then prepare the projection reports your team asked for.

I will call you by the end of the week to confirm a meeting time.

Yours Sincerely,

Gareth Ewing