

Response to progress report

[Business](#)



E-MAIL xxxxxx@xxxx xxx@xxxx June 9, RE: Internal Task Force Up Dear XXXXXX: Following your memo, first of all, I want to thank you for cooperation and your informative message. Community cherishes your work extremely. So please keep on researching the problem of decline in charitable donations further, because your analysis may play significant role in raising people's awareness and encouraging them to give charity. Secondly, I would like to know some details concerning your survey. In this way, can you tell me how many people have filled in questionnaires? Sort out them all in groups with specification of age margins, and represent summary table in your presentation. Also I would like to see the questionnaire form, so please send it to me a. s. a. p. What exact periodicals have you chosen for your secondary research? And have you surveyed the representatives of government agencies?

Taking into account significance of the analyzed problem, we are planning to invite directors of different organizations, public agents and independent foreign guests from Germany, who are able to be in our city on December 14th, 2002. Therefore, let's put the date of presentation forward on 15th of December at 10 a. m. in conference hall. In this respect, I am waiting for your draft form of the report on December, 10th.

Due to the importance of the impending event, there are some instructions, which I want you to follow. Please pay attention to health centers and hospitals and represent brief information about their performance and financial indicators. In addition, provide detailed analysis of statistical findings in our region compared to neighboring areas. Do not forget to explain the procedure of charity and main directions of its usage. Give instructions concerning agencies within our organization, which need <https://assignbuster.com/response-to-progress-report/>

charitable donations drastically. Furthermore, after the presentation it will be useful to spread business cards with contact information of our agencies to all guests.

In addition, I would like to get some recommendations from you, suggesting how to solve the problem of decline in charitable donations. Please show me preliminary draft with any possible propositions by the end of the next week.

Also in two weeks I would like to make a public action that will raise people's awareness and propagandize charity. I want you to draw a plan of this event, displaying information about all requirements for materials, needed quantity of assistants and costs.

So see you next Friday at 9 a. m. for discussion of further details.

Feel free to contact me on 567338574.

Sincerely,

Barbara Wallace

Director of Community Health Charities

References

Bovée, C. L., & Thill, J. V. (2008). Business communication today. New Jersey, NJ: Prentice Hall.