

Dear Sir,

I am writing to you regarding the recent meeting on the 15th of October. The meeting was very productive and we discussed the current status of the project. It was agreed that the next steps should be to complete the design phase by the end of the month. I will be working closely with the design team to ensure that all requirements are met.

I will be in touch with you again once the design phase is complete. Thank you for your time and attention.

Yours faithfully,

John Doe, Project Manager

John Doe  
123 Main Street  
London, UK

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