

Email received from a conference customer on 1st March 2017

Dear Ryan,

It was good to meet you yesterday.

I would like to thank you and your team for the great day we had at your venue. The meeting room was perfect and the lunch was excellent.

Thank you once again for catering for all our needs, especially at such short notice.

I will be passing on details of your meeting venue hire to my colleagues within B&NES.

I look forward to receiving your invoice.

Kind regards
Hayley