

**EXECUTIVE BENCHMARKING**

**EMAIL TEMPLATE**

**EMAIL #4 – REPORT COMPLETED**

FIRSTNAME  
  
Your executive market analysis report has now been completed and submitted to you in draft form.  We will work with you to review the report and make any needed changes.  
  
Total Reward Solutions will then attend a meeting (if desired) to present the executive market analysis report to a group of your choice.    
  
The scheduling of the meeting to present the final report will occur soon.

Your Closing,

**Your Signature Line**