

Casual Business Suggestion Email to a Colleague

Subject: Quick Idea to Simplify Our Reporting Process

Hi [Colleague's Name],

I was thinking about how much time we spend compiling weekly reports. What if we used a shared spreadsheet that automatically updates from our sales dashboard? It would save us hours each week and cut down on repeated work.

If you're on board, we could test it next week and see if it helps. Let me know what you think!

Best,

[Your Name]

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