Greetings Julia,

I am writing to inform you that I have completed the report based on the analytics from our previous tasks. The report includes insights and recommendations that you can use when developing the strategic plan for the next half year.

I have used PowerPoint to create the report, and I have used the provided template provided. I have also created visualisations and pasted them onto PowerPoint in the order that suited the best.

The report is now saved as a PDF, and I have attached it to this email for your review prior to our meeting next week.

Thank you.

Best regards,

Ankit Chowdhury