

Teghdeep Kooner
112 sandalwood lane
L6Y0N8
Brampton, ON

February 22, 2024

Liam Daya
101 adventure court
L4D 4Y0
Brampton, ON

Dear Mr. Daya,

I am writing to you to inform you about an upcoming event that we are holding at the Kelso conservation area picnic park (5234 Kelso Rd, Milton, ON L9E 0CE). We are going to have a lunch/picnic beside the beach to have a small celebration to celebrate the key moments in the company and have a great team bonding time/break, as over the years we have not given our workers much of a break.

We are going to go together as a company on Thursday February 29, 2024 and we will arrive there at approximately 11:00 am. The theme is a comfortable, nice, and cozy picnic.

I thank you for reading this letter and look forward to meeting you at the picnic.

Sincerely,

Teghdeep Kooner
Junior director