**Subject:** Submission of Departmental Goals for 2025 and Achievements for 2024

Dear Sir,

I hope this message finds you in good health and high spirits.

As part of the department’s annual reporting process, I am pleased to submit the following for your kind review and feedback:

1. **Departmental Goals for 2025**:
   * This document outlines our strategic priorities, categorized into **2024 Backlog Goals**, **Intermediate Goals**, and **Long-Term Goals**, providing a roadmap for the upcoming year.
2. **Yearly Achievements for 2024**:
   * A detailed summary highlighting the key milestones, accomplishments, and contributions made by our team over the past year.

These files are attached for your reference and evaluation. Kindly let me know if you require any further clarification or additional information regarding the submitted documents.

I look forward to your kind review and valuable feedback and sincerely appreciate your continued guidance and support.

With sincere appreciation,  
Ahmed Eid