Mrs. Jeel Vasava

Techno Industries

Adajan

Surat

To Mrs. Jeel Vasava,

Subject: About Diwali Sales and Trip.

Respected Sir/Ma’am,

This letter has been given to you to have known and request and attend the decided upcoming meeting held by our respected CEO. The meeting will be regarding sales for upcoming Diwali Festival and some other important matters related to it.

Orderly By,

Respected CEO

Meeting Time: 2:00 PM

Meeting Venue: Conference Hall

Meeting Agenda: Sales of Diwali Festival and some important announcement.