

Ans 3:

To: abc@tcs.com, xyz@tcs.com, pqr@tcs.com.....
Cc:
Bcc:

Subject: Importance of fit4Life and Purpose4Life.

Dear Team,

I ~~am~~ have recently received a mail that reflects poor participation of our team in the fit4Life and Purpose4Life initiatives. I am writing this mail to share with you the importance of these two initiatives.

fit4Life and Purpose4Life are the brain child of our CEO, N. Chandrabosekharan. The vision behind these initiatives is to give back to the society.

Following are the importance of the initiatives:

- i) fit4Life helps us to maintain a healthy lifestyle.
- ii) TCS donates money ⁱⁿ ~~the~~ charity based on our performance.
- iii) Purpose4Life gives us a chance to help the less fortunate in our society.

I have come up with a plan to improve our performance. Kindly find below an outline of the same:

- i) A walkathon from ABC point to XYZ point on 15th August, 2016.
- ii) Regular Yoga sessions after work.
- iii) A trekking camp ^{on a} ~~this~~ weekend that will be suitable for all.
- iv) A visit to the nearby orphanage this weekend.

I am open to further suggestions from you. Feel free to share your opinion.

I hope that you will actively participate in the activities planned and improve our team's performance.

Thanks and Regards,

Name

Designation

Organisation

Address

Contact details.