Dear Mr. Ramesh,

I hope this message finds you well. I would like to request a meeting with you to discuss our ongoing project and ensure that we are on track to meet our goals. I believe it would be beneficial for us to review our progress, address any challenges, and outline our next steps together.

May I propose a meeting for 28-05-2023, either in person or via video conference?  Please let me know your availability and preference. I look forward to hearing from you and discussing with you.

Thanks & regards.

**Mokati Sravani | Program Analyst Trainee | Meta Intelligo Technologies Pvt Ltd.**

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