

To: name.name123@gmail.com

From: Dipakjpadia123@gmail.com

Subject: Reminder: Presentation on Our New Beauty Product

Dear sales team management,

I hope this message finds you well! I wanted to remind you about the upcoming presentation on our new beauty product scheduled for 25/09/2024 at 11:00Am. We will meet in Scarlet Beauty Salon.

During the presentation, I will cover:

- An overview of the product and its unique features
- Target audience insights
- Key ingredients and their benefits
- Our marketing strategy and launch plans

I look forward to your participation and insights. If you have any questions or topics you would like to discuss, please let me know in advance.

Thank you, and I look forward to seeing you soon!

Best regards,

Dipak j. Padia

sales executive manager