

To: [akash2024@gmail.com](mailto:akash2024@gmail.com)

CC:

From: kharvarkaran21@gmail

Subject: Reminder for PPT and Website Prototype for Client Meeting

Dear Akash,

I hope you are doing well. This is a gentle reminder regarding the **PowerPoint presentation** and **website prototype** that we need to prepare for the upcoming client meeting and review session with **Mr. Jigar**.

As discussed earlier, both the presentation and the prototype are important for showcasing our project progress and design approach. The PowerPoint should highlight the project overview, objectives, design features, and implementation timeline, while the website prototype should give a clear visual idea of the layout, user flow, and functionality.

Please try to complete both by **tomorrow**, so we can review everything together before presenting it to the client and our boss. If you need any help with the UI elements or additional content, feel free to reach out, I'll be glad to assist.

Let's make sure we present a well-structured and professional deliverable that reflects the standards of **Tops Technologies**.

Thank you for your time and cooperation, Akash. Looking forward to seeing the final version soon.

Warm regards,

**Karan Kharvar**

**Front-End Designer**

**Tops Technologies**

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