

Scenario : 1 Reminder Email

To: petpoojainfotech@gmail.com

From: kirtanbhimani96@gmail.com

Subject: Reminder: Project Meeting on September 25, 2024

Hi Mr Naman,

I hope you're doing well.

This is a friendly reminder about our upcoming meeting on September 25, 2024, where we will discuss the next steps for our application development project. The meeting is scheduled for 3 P.M. and will be held on Zoom Meeting App.

Please come prepared to review the project scope and outline the key milestones. If you have any preliminary thoughts or questions, feel free to share them beforehand.

Looking forward to our discussion.

Best regards,

Kirtan Bhimani,

Project Manager,

Mo. 9904524970.