

Greeting of the day

Subject: Reminder: Price Ceremony

Dear Ravi,

I hope you're doing well. I wanted to kindly remind you about the upcoming Price Ceremony scheduled for December 28, 2024. It's just around the corner, and I wanted to ensure that everything is in place.

If there's anything you need assistance with or any questions you have, feel free to reach out. I'm happy to help with any last-minute details or clarifications to ensure everything goes smoothly.

Thank you for your attention to this. I look forward to Price Ceremony on December 28, 2024.

Best regards,

Mohd Tayyab Alam

H.R.