

Email Writing

190031187

From : radhakrishna73@gmail.com

To : staff1234@gmail.com

Sub: To arrange a meeting on our products

Dear staff,

We offer services regarding daily needs of people. So we have few ideas to discuss with you. So that's why I wanted to invite you to the meeting. Meeting will be on 19th september in jasmine hall and will start at 9:00 AM and ends at 6:00 PM

This is also to inform that all Board of directors prepare PPT on how to increase share values of our products and present in the meeting

Thank you,

with regards,

Radhakrishna

Chairman of Company

Traffic Jam on Road

There is more traffic in Road No-13 and many people are trapped in that traffic and due to more traffic there is more air pollution at that area.

There is more traffic because the officer is stopping vehicles for more duration. If the duration is very less than there is less pollution. So we are requesting the officer at road No-19 to leave vehicles after limited time.

Reported By

N.V. Radhakrishna