



Letter of Reminder

1 message

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Draft

Fri, 28 Feb 2025 at 12:12 pm

Dear Sir,

I hope this letter finds you well. I am writing to gently remind you about previous request.

As previously discussed, payment . The matter is still pending and we would appreciate your prompt attention to it.

If there are any issues or if you need additional information, please feel free to reach out. We would be grateful if you could update us on your progress and let us know when we can expect requested action or response.

Thank you for your attention to this matter. We look forward to your response.

Best regards,
Satyam Gupta