

"The project deadline is March 10, 2025. Please ensure all tasks are completed by then." "Your interview is scheduled for February 15 at 3:00 PM at our head office." "The budget for Q2 has been revised. The new allocation is \$500,000 for marketing and \$200,000 for R&D." "Please find the attached invoice for the services provided in January 2025." "All employees must submit their quarterly reports by April 5."