

Dear Mr. ahmed

I hope this message finds you well. I seek to reach out regarding a concern, it has come to my attention that the team faces a critical issue which is experiencing low morale.

So, we have to coordinate a meeting this week which its objective creating positive energy and also competitive advantage among the employees.

Please keep me posted about available appointment. I'm totally confident that together we can create a plan to enhance our performance and make our rules specific which is finally reflect on our productivity and knowledge that you need.

Yours sincerely

Bahii Eldin Hassan