

Dear Mr.Mohammed Ali,

I hope you are well. I am writing to discuss an important matter concerning the morale of your team.

I had known that the morale in the financial department is down nowadays, and it seems to be affecting overall performance. I understand the team has been under pressure due to recent financial targets and workload.

So that I suggest organizing a paid week summer vacation for all your team including you Mr, after achieving the targets.

I would appreciate your feedback on this suggestion and any other ideas you might have to boost team morale.

Thank you for your attention to this matter. I look forward to working together to improve

the team morale.

Best regards

Youssef Sobhy

CEO