From,

Manoj Mittal

Managing Director

Logistics India Pvt. Ltd., Noida

Date- 23 June 2019

To,

Mahesh Sharma

Secretary Of Gokul Dham Society

Sector-60, Noida

Dear Sir,

I am writing to inform you that our company is arranging a social awareness event with respect to the saving of water and trees. There will be some activities which will be performed by our employees like speeches, poetry, drama plays which will communicate the message of the need to save water and trees for the sake of our future and to what extent water and trees are important for the environment as well as for human survival.

Therefore in respect to this social awareness event, I request you and your society’s residential members to come and visit the event. Our motive is to transfer this social message to more and more people in order to increase the awareness to save our environment. The venue for the event is Gandhi Stadium, sector-60, Noida at 5 PM. We have invited MR. Jaggu Gaitonde(Chairman of the Jal Board) as chief guest.

Please circulate this information in your society and ask all society members to come and be part of the event. Your appearance will boost the confidence of our employees and our mission to save the environment will be progressed.

Thanks and Regards.

Manoj Mittal