innovatewithAjay

[Date]

[Recipient name]
[Organisation]
[Address]

[Subject line]

Dear [Recipient],

[Write the purpose of your message in a clear opening paragraph.]

[Add the relevant information, scope, background or requested action. Keep the message focused and specific.]

[Close with the agreed next step or a clear invitation to respond.]

Regards,
Ajay Prajapat
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