Dear Sir,

With an overwhelmed heart, here I am glad to write to you that our Administration department is going to arrange a social event and organized an awareness event amongst all the concerned citizens in our society to save the electricity and water in order to look forward to our future concerns. We are even going to organize some interesting games and activities which will be performed by our Hr Department like some theatres stage play, speeches by one of the critique from USA which encourage all of us towards the concerned of electricity and water and make us understand how we are wasting them in our day to day life.

From all those activities we came to know the importance of water and electricity in our lives and hopefully we are going to save the sake of our future

Therefore in order to spread awareness amongst people, I request all the members of all the departments to come forward and attend the event.

The venue for the event is Jawahar Lal Nehru Stadium, sector-06, Greater Noida at 7 PM. We have invited MR. John Haydon (Chairman of the Jal Board) and Mr. Sam Elly (chairman of Electricity Vibhag ) as chief guest.

Please spread this information in your society as much as you can and ask all society members to come and be part of the event. Your appearance means a lot to us

Thanks and Regards

Daisy Hedges