**Date:**

**To**

**[The Recipient]**

**RE. FDN-ELEVATORS & ESCALATORS PROJECT KICKOFF ANNOUNCEMENT**

Dear all, this letter has been penned to inform the commencement of the project of FDN Company about the installation of elevators and escalators in the shopping mall in the Green Area of San Diego and Denver Market, San Diego.

FDN has recently initiated a project that includes the building of twin shopping malls in the Green Area and Denver Market of San Diego. The construction of the malls has almost been completed. They have been working on the interior and sharpening of the shopping malls’ specific areas. On 20-08-21, we signed a contract with FDN which includes the installation of elevators and escalators in the shopping malls. According to this new project, we need to get this done as soon as before 20-10-21. They give dates means we have less than two months to work on the project.

With the approval of the Managing Director and Board of Governors, we have decided to kick off this project from 26-08-21 to not delay the commencement of the work. As we all know that the installation of elevators and escalators in one building takes more than two months, in the meanwhile, we have given a period for two buildings. Having estimated the short span of time, we have requested the increased manpower and tools of equipment.

The project shall be initiated on 26-08-21 with a meeting of all the supervisors and heads of the warehouse where all the estimations and suggestions shall be submitted. This project is one of the most important undertakings, therefore, it is to be handled with great care and commitment. The department of Designing and Idea Projection are requested to submit their designs and patterns in the meeting on the mentioned date. No lag of time shall be tolerated.

Moreover, it is to communicate that the successful layout and projection of this project will be entertained with a bonus to the whole team. Thank you in anticipation for your commitment and cooperation in this regard as we hope the best from our competent workforce.

Regards

David Ragin  
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