

Minutes of the Meeting held on 10/02/2021 (you are sending the email after 5 days- however timeframe was only for 3 days)

Dear Sir / Mam,

As per the General Meeting held on 10/02/2021, please find attached the minutes of the meeting for your kind perusal.

The details have all been listed in the attachment. Please refer to the Q & A section where all your questions were addressed.

Please make note, this Minutes of Meeting will also be saved in the Company's Database as of today.

Feel free to contact for any further concerns or queries.

Thanks and regards,

Yours faithfully,

(Your name)

(your Designation)

(your contact information)