

Minutes of the Meeting (you have sent it 2 days later)

Dear Sir/ Mam,

We at, (Your company name) have been able to organize the virtual meeting with regard to our Annual Report 2020-2021 on 10/02/2021. The first virtual experience was fun and it helped us understand the horizons which are still unused and underutilized.

Please find attached a copy of the Minutes of the Meeting for your kind perusal. The document is self-explanatory and will help you all understand the allotment of funds issued for the betterment of the company.

A list of references has also been attached along with the Minutes of the Meeting who can help us with more investment to conquer our future goals.

Please reach out for any confirmation in regard to concerns or queries.

Thanks and regards,

(your name)

(your designation)

(your company name) (your contact information)