Date:

To

[The Recipient],

I hope this letter finds you in the best of your spirits. I am glad to announce that the moon of Rabi ul Awal has been successfully sighted. I am glad to announce that all the offices will remain close on the account of 12 Rabi ul Awal on Tuesday 19th October 20xx. All the offices will remain closed except for security vigilance. I request the head of OSSV to ensure necessary security arrangements on this holiday.

As you know this month is underway special events, most of the companies are arranging different sorts of events to celebrate the event with full zeal. As you know we also arrange such kinds of events on annual basis. Following the tradition, this year, and keeping in view the condition of the pandemic, this time we have not arranged any outdoor event rather our company has arranged a webinar on the importance of reading of Holy Prophet Muhammad PBUH’s life.

We have invited a renowned speaker to give a talk on the topic. He is a religious scholar and working as a professor at the University of [x]. He has more than 20 years of experience in the respective field. He has also been delivering lectures in various universities across the globe. The event will take place online to avoid great social gatherings and to maintain social distancing. The webinar is free.

However, you need to get yourself registered by checking on the link given below in the letter. The registration link has also been sent to you via email. Moreover, the link to the webinar will be shared with you all via email. The details of the webinar are as follows:

Keynote speaker: [X]  
Designation: [x]  
Day: Tuesday  
Date: 19th October 20xx  
Time:  2:00pm- 4:00pm  
Venue: Online via Zoom  
Registration Link: XX  
Registration Deadline: 17th October 20XX

You all are requested to join and participate in this auspicious webinar to enlighten your minds and find solace for your soul. Come one, come all. I look forward to seeing you all at the webinar. Let’s celebrate this auspicious event by listening to our prophet and by following his advice.

Warm Regards,