

Festive Greeting Card Dispatch Plan

Dear Team,

As we approach the festive season, it's time to finalize our greeting card dispatch plan. Below are the details:

Card Selection

- Choice of designs: Winter Wonderland, Merry Christmas, Happy New Year
- Quantity: 100 cards of each design

Recipients List

- Internal Staff: 50 employees
- Clients: 30 key accounts
- Partners: 20 business collaborators

Timeline

- Design Approval: By November 15
- Card Printing: November 16 - November 30
- Dispatch Date: December 1

Logistics

The cards will be dispatched via courier to ensure timely delivery.

Follow-up

Please ensure to track the delivery and confirm receipt with the recipients by December 10.

Best Regards,
Your Name
Your Position