

# Water Station Setup for Corporate Wellness Day

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name] | [Your Job Title]

Company: [Your Company Name]

Dear [Recipient's Name],

As part of our upcoming Corporate Wellness Day on [Insert Event Date], we are excited to implement a water station to promote hydration and well-being among our employees.

The water station is planned as follows:

- **Location:** [Specify Location]
- **Setup Date:** [Insert Setup Date]
- **Hours of Operation:** [Insert Time Frame]
- **Details:** [Include details such as types of beverages, cups, and any added amenities]

Please confirm your approval of this setup or suggest any modifications as necessary. We appreciate your support in promoting a healthy workplace environment.

Thank you!

Best Regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]