BANGALORE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(PLEASE ADDRESS AS PER ADDRESS ON THE LETTERHEAD)

DEPARTMENT OF COMMUNICATIONS

[Address]

SUBJECT: COVID-19 PREVENTION

Date: 16 March 2020

Dear Sir/Madam,

This is to inform you that the company has implemented a series of measures to prevent the spread of COVID-19.

1. Regular meetings have been conducted to discuss the pandemic and the steps to be taken.

2. The company has provided hand sanitizers to all its employees.

3. Workshops have been conducted to educate employees about the importance of hygiene.

4. All employees have been advised to maintain social distancing.

5. Regular sanitization of the office premises has been carried out.

We request you to follow these measures to ensure the safety of all employees.

Thank you.

Yours sincerely,

[Signature]

[Name]

[Position]

[Department]

[Address]

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**Sanitizer Advice**

1. Use the provided sanitizer as directed.
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