# Mock Business Email

Subject: Weekly Data Report Submission – August 2025

**Dear [Manager’s Name],**  
  
Please find attached the updated weekly data report for August 2025. The data has been verified for accuracy and formatted according to company standards.  
  
Key notes:

* Gauteng region shows a 10% increase.
* Western Cape requires further review.

Kindly confirm receipt.  
  
Best regards,  
Yamkela Lusithi