WRITING NEGATIVE MESSAGES

SUBJECT: Business Communications

SUBMITTED TO:

Prof. Niroj Dev Pandey

SUBMITTED BY:

Pramod Sapkota

BDfin 2nd Year 1st Sem

NATIONAL COLLEGE

KATHMANDU UNIVERSITY

To: Mr. Hari Dev Pant

From: PS Event Management. Co

Lazimpat, Kathmandu

Date 11/07/2022

Subject: Regarding cancellation of the requested event

Sir,

From the past many years our business relation has been amazing, thank you for always being

cooperative and supporting us and you were always satisfied with the event we organized.

However due to current situation and crisis caused due to blockade It would not be possible to

organize the grand product launch event for the company’s new product as the resources we need

are limited the planning for this event was made before but due to the current situation it is

unpleasant to tell you that we would not be able to organize this event.

In near future after the current situation is at ease and the blockade is lifted, we would hope

we get to work with each other like in the past.

We express our sincere apology for the cancellation of the event which was not predicted at all.

Sincerely,

Pramod Sapkota

Director,

PS Event Management. Co