

## Assignment 2.7: Professional Emails

### Part 1: Email 1 – Wedding Invitation Design Confirmation

**To:** client.name@email.com

**Cc:**

**Bcc:** —

**Subject:** Confirmation of Wedding Invitation Design Details

**Body:**

I hope this email finds you well. I am thrilled to begin designing your wedding invitation, but I want to ensure every detail is finely tailored to your preferences and expectations before we proceed.

would you be able to confirm these details:

- Design style or theme (i.e. floral, minimalistic, classic)
- Size of the invitation
- Exact text to be included
- Preferred type and quality of paper
- Any specific colors along with more elements of the design.

Once I receive your confirmation on these points, I will commence the design process and share a draft with you for initial feedback. Please do not hesitate to mention any other notes or preferences you would like to discuss.

Best of luck and can't wait to hear from you

All the best,

[Abbas Zayour]

Graphic Designer

[contact details]

### Part 2: Email 2 – Weekly Accomplishment Report

**To:** supervisor@email.com

**Cc:**

**Bcc:** —

**Subject:** Weekly Accomplishment Report

**Body:**

- Dear [Name of Supervisor],  
I hope everything is well with you. My weekly accomplishment report for this week of is provided below:

This Week's Achievements:

- I finished the last revisions and sent the marketing brochure for approval.
- attended the Tuesday team meeting and provided updates on the status of the design.
- Client portfolios have been updated with the most recent project details.
- worked with IT to resolve technical problems with our design software.

Activities Scheduled for Next Week:

Get to work on the materials for the new client presentation.

Attend the Wednesday design workshop.

Complete the product packaging concept's initial draft.

Ask clients for their opinions on the design.

Kindly inform me if my plans need to be modified.

best regards,

Abbas

[Contact Details]

**Part 2:**

**To:** jad.sami@email.com

**Cc:** joseph.sawaya@email.com

**Bcc:** —

**Subject:** Clarification on New Employee Benefits Policy

**Body:**

Dear Mr. Sami,

Thank you for the update regarding the new employee benefits policy effective June 1, 2019. I appreciate the information and would like to clarify a few points to ensure I complete the required steps correctly.

Could you please specify which documents need to be submitted and whether there is a specific deadline for submitting them to Mr. Sawaya? Additionally, I would appreciate more details on the changes to both the medical and holiday benefits will there be any new forms or conditions we should be aware of?

Thank you in advance for your support. I look forward to your guidance.

Best regards,  
Anna Hatem  
Project Assistant

professional email reply as **Jamal Jaroudi**, including a polite request for clarification:

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**To:** patrick.hachem@email.com  
**Cc:** samer.ayoub@email.com; janet.mkalas@email.com  
**Bcc:** —  
**Subject:** Re: Progress on Project

**Body:**

Body: Greetings, Patrick

I appreciate your input and am happy that the character personalities are more accurately reflected in the costume changes. Thank you for revising the story section so quickly. After looking over the attached file, I have a few inquiries about the middle scenes' pacing. Could you elaborate on whether the dialogue or scene changes are affected in any way by the shortened section?

I've begun sketching out some basic ideas for the second story's background, but I would like more information about the tone and time of day you have in mind for that scene. Please let me know when you are available for a brief meeting to discuss it.

I'm eager to hear from you.

Warm regards,  
Designer of Concept Art by Jamal Jaroudi [jamal.jaroudi@email.com]