**Subject:** Introduction and Semester Goals

Respected Mam,

I hope this email finds you well. I am a student in your Technical & Business Writing course. My motivation for taking this course is to improve my communication and writing skills. I hope better understanding of how to convey complex technical ideas.

Outside academics, I am currently working as a freelancer on different platforms, where communication and writing skills play a vital role. I also enjoy watching documentaries about history and politics.

My communication strengths lie in clarity. However, I need to improve my writing skills and work on my accent. I am eager to improve my skills.

Thanks for your consideration.

Regards,

Abdullah Tahir

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