Case Studies: Practice Emails

*Correct the following examples and rewrite them along with the subject line, Salutation and Closing.*

## **Email 1**

Hey Everyone,

Please make sure to fill out your reports ASAP- this isn’t rocket science you know.

I need these returned by the end of the day- so don’t be late!!!

Regards,

Danny

|  |
| --- |
| Subject: Weekly Status Report- WE April 20, 2019  Hello Team,  We need to send the consolidated report to our Department head by 6:00 P.M.  Will it be possible if you send the Weekly Status report to me by 4:00 P.M.?  As I need sometime to consolidate all the reports.  Feel free to get in touch with me for any clarifications.  Regards,  Danny |

## **Email 2**

Hi,

I just wanted to tell you that I had great time catching up with last week during our annual event.

Hope you and me can catch up soon agian.

Dave

|  |
| --- |
| Subject: Annual Event- 2019 |

## **Email 3**

Dear Team,

I am happy to apply for H1Visa. As you may be aware that I am HIGHLY QUALIFIED candidate, much more than the other applicants which have applied for the same.

Regards,

Hari Narayan

|  |
| --- |
|  |

#### **Email 4**

Sup Mr. P?

I just wanted to say it was awesome to bump into u at the party. Wasn’t the party super epic! Anyone shoot me an email when u want to K?

Rangarajan

a.k.a partyrocker!

|  |
| --- |
|  |

#### **Email 5**

Hey Linda,

Didn’t you think the meeting today was pointless? Id much rather have called in sick, rather than sit through this again! LOL.

I don’t know why we have to bother with such things in any case ;-)

|  |
| --- |
| Subject: KS Stand-Up Meeting- April 23, 2019  Hello Linda,  Thank you for the inputs given during today’s call. I still have lots of questions to be get clarified.  As per the agenda we have not covered Point 3 and 4. Could you please clarify those points and share with all the attendees?  Regards,  Bijay Thakur |

#### **Email 6**

Hey Rita,

I here by requesting you for three days leave from 09-02-2016 to 11-02-2015. Since I want to attend my brother marriage which is going to take place in my native chellikere. So please grand me a leave.

Thanks,

Dinesh

|  |
| --- |
| Subject: PTO Request-February 9-11, 2019Hi Rita, As discussed, my brother is getting married next week, will that be okay if I take PTO from  February 09 – 11, 2019?  In my absence Vijay will take care of the task. In case any emergency, please feel free to contact me.  Thanks and regards,  Anand |

#### **Email 7**

Hi Batra,

I was unable to attend office today i.e. on 05 feb 2015 because I am suffering from severe headache. Hopefully you will understand my situation and accept my today’s leave.

Jaswant

|  |
| --- |
| Subject: PTO Request- April 23, 2019 Hi Batra,I will not be able to come to work today as I am not feeling well.Will that be okay if I apply for PTO today? Regards,  Jaswant |

#### **Email 8**

Dear Rupa,

We were asked to submit retail presentation as well as documentation by Venkatesh before Wednesday, 11.02.11. Today we had to submit an assignment by Vijaya Sunder within 5.00 pm. Hence we would not be able to prepare the presentation as per the deadline.

On behalf of Express team I want you to postpone the presentation on Friday.

Thanks and regards,

Dianna Khanna

|  |
| --- |
| Subject: Request to Reschedule Retail Presentation- Express Team  Dear Rupa,  We were asked to submit Retail presentation as well as documentation by Venkatesh on  February 11, 2011. Today we had a session with Vijaya Sunder, and she requested us to fill in the  HR Master data by 5.00 PM today.  We have informed Vijaya Sunder about the upcoming presentation, she requested us to reschedule  Retail presentation.  On behalf of Express Team, I request you to reschedule the presentation on February 13, 2011.  Thanks and regards,  Dianna Khanna |

#### **Email 9**

Dear Blossom,

Thank you for your prompt reply.

Ganga

*On Thu, Feb 05, 2015 at 3:09 PM, Blossom Francis <*[*Blossom.francis@logicinfo.com*](mailto:Blossom.francis@logicinfo.com) *> wrote:*

*Thank you for your email. I am currently out of office with limited access to email.*

*I will return to office on February 06, 2015 and will respond to your email as soon as possible.*

|  |
| --- |
|  |

#### **Email 10**

Hi Steve,

I’m not in office today and I don’t have access to the drive in which the spreadsheet in which the spreadsheet is present, So, u’ll have to ask someone else for the same.

Thanks,

Peter

|  |
| --- |
| Subject: Customer Integration Technical Document  Hi Steve,  Thanks for your email. As I am out of office and with no access to the drive in which the spreadsheet is saved.  I have asked Bijay to send out the document to you. Please feel free to reach out to Bijay for any further clarification.  I will be back to work tomorrow and will connect to you over call.  Have a good day!  Regards,  Peter |

#### **Email 11**

Hello Richard,

Good day, I would like to inform you that I would not be available for tomorrow’s soft skill session, the reason being my body and health is not not in good shape. I shall hopefully resume for work from Tuesday. And also I would like to inform you that i was unable to attend the soft skill session on Saturday due to unavoidable family situations.

Thak you for your consideration and looking forward to a favourable response.

With regards,

James

|  |
| --- |
| Subject: Soft Skills Training  Hello Richard,  I missed to attend the session on Saturday as I was travelling with no internet access.  Sorry for the inconvenience caused.  Thanks,  Madhu  Hi Richard,  I will not be able to attend tomorrow’s soft skill session as I am feeling sick. I will meet you once I am back to work.  Thanks,  Madhu |

#### **Email 12**

Subject: tomorrow

As you know, tomorrow afternoon we’ll be meeting to discuss the status of all of our current projects. Sandwiches will be provided. Be sure to arrive on time and bring along the material you have been working on this week- bring enough copies for everyone. Some of these materials might include your calendars, reports, and any important emails you have sent. Also wanted to remind you that your expense submission is due later this week; you should submit the appropriate documents to the accounts team before they leave for the day.

Regards,

Jeremy

|  |
| --- |
| Subject: Project status Meeting-April 25,2019  Hi James,  As we discussed, we have a meeting to discuss status of all our current Projects.  Make sure to attend the meeting along with required documents.  Thank you,  Vasu  Subject: Expense sheet submission-EOD  Dear Team,  Request you to submit expense sheet by EOD.  Regards,  Madhuchandra |

#### **Email 13**

Rohan,

I’ve sent you email and also called you 2 times now and you still haven’t answered. Is something wrong with your phone? Maybe you are on vacation. Anyways I am sick tired of waiting for you to do the job. I need that employees detailed report NOW so that I can finish my work. Send it ASAP. If not it will lead to escalation.

Rgds,

Jill

|  |
| --- |
| Subject: Employee details report- Medical Insurance  Hi Rohan,  Dropping this mail again as I have not received any response from you.  Make sure to send the document before 4:00 PM EOD. It will delay the medical insurance process if not sent.  Regards,  Madhu |

**Email 14**

Hi Bindhu,

Apologize for missed out meeting invite. Let me block the calendar for 4 – 4.30 pm.

Thanks,

|  |
| --- |
| Subject: Weekly Status Meeting- April 26, 2019  Hi Bindhu,  I will not be available to attend the meeting at 4:00 PM as I have another meeting.  Will that be possible to reschedule the meeting to 4:30 PM?  Thanks,  Madhu |

**Email 15**

Hi Claire,

I am traveling out of town today evening ,I am leaving earlier from office, So I am unable to attend the meeting today. I will come back on Monday and decline the meeting invite.

Bye!

Thomas

|  |
| --- |
| Hi Claire,  I will not be available for today’s meeting as I am travelling. I will meet you once I am back to work.  Happy Weekend!  Thanks,  Thomas |

**Email 16**

Hi Karen,

I got stuck in a production issue at XYZ client. I am in a position to look out that issue.

Sorry for the last minute notice.

Regards,

Cathy

|  |
| --- |
| Hi Karen,  I will not be able to work on the issue you have requested as I am working on production issue at KS client.  I have asked Vasu to help you on this. Please feel free to contact him for any further clarifications.  Sorry for the delayed response.  Regards,  Cathy |