

# **Email Drafting Assignment**

Name:-M.Vydhika Krishna

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Subject:AB-2

Sec-C

- 1. Write an e-mail to the Chairman of the Airports Authority of India, enquiring whether students of ECE would be permitted a field visit to the aircraft maintenance facility at a nearby airport. ([airport\\_2020@gmail.com](mailto:airport_2020@gmail.com))**

To: airport\_2020@gmail.com

Subject - Permission for field visit by our students

Respected Sir/Mam

This is to state that we are planning for a field visit by our students who are engaged in studying Aeronautical Engineering, to aware them with the practical understanding of their lessons. This goes in accordance with the fact that the student must be prepared to face the practical situations of the industry and this visit shall turn will turn out to facilitate the professional career of our students.

Hence I would like to seek your permission for one day field visit to the nearest aircraft maintenance facility at a nearby airport in Amritsar on any date of this month. The details or queries as required by you shall be given in writing as and when required.

I hope you will understand the importance of this visit and will positively respond to our permission!

Thanking You  
Yours Faithfully,  
XYZ,  
Head of Department,  
Aeronautical Engineering School,  
Hyderabad,Telengana

- 2. Write a mail to your client telling them about the unavailability of the employees on the festival holidays i.e. From 8th October to 10th October.**

**Hence, inform them about the delays in sending the reports and assure them that you would be sending them on 11th October. Sign the mail as Nandini**

To:client's@gmail.com

Subject:-Request for Extension Time of Reports Submission

Respected Sir/madam

This is to inform you that our employees will not be available from October 08 upto October 10 on the account of Durga Pooja. But we assure that we would send our reports on October 11 as soon as employees get back to work. We apologize for the inconvenience. We hope you will consider our request.

Regards,

Nandini

