Subject: Status of ongoing project.

Hello Shilpa,

May I know the progress of our project as our deadline is nearby. still, I didn’t get any updates from you so far. So, will u let me know the report regarding our project. We need to make sure everything is correct and report it to manager.

To : [pravin@capgemini.com](mailto:pravin@capgemini.com)

Cc : [shika.k@capgemini.com](mailto:shika.k@capgemini.com)

Subject : need analysis report.

Hello pravin ,

I have completed the report on our ongoing project and sent it u. Can u please check if there are any errors and do let me know, if any changes required. Also , I am working on other report as discussed in last meeting.i will also keep you updated of any changes from my side.

Thank u.

Have a Great Day!

Regards ,

Ashok

Persual – for u reading

Subject : meeting request at short notice

Hello Ketan,

I am requesting you to join a meeting. Sorry for disturbing you, but I have some doubts regarding our project need to discuss them with u and resolve the issues as soon as possible.