**TECHNICAL BUSSINESS & WRITING**

**NAME: M.Istafa Malik**

**ROLL: P19-0033**

**SECTION: BSCS-5A**

**Mistakes:**

* No Headings
* No Accuracy
* Unclear Data
* Unnecessary Information

**Memo Format:**

FF Steel

Reference No: XYZ

To: Employs

From: Istafa Malik

CC: Ali

ENC: Schedule

Date: 10 October 2021

Subject: Meeting Regarding Project

There will be a meeting on 15 December 2021 at 9:00 am sharp. In this meeting all the final details about the project will be discussed, all are advised to be fully prepared about their work. Be sure to bring all necessary documents and be on time.

**Letter Format:**

10th October 2021

Madam Noreen

FAST, Peshawar

Subject: Extension in date of Paper

Dear Madam:

I hope this email finds you in good health, the reason for writing this email is that unfortunately I am unable to complete my Paper until the extension, even after working day and night. Madam I want you to know that due to my illness I did not start until 5 weeks into the course.

Madam I request you to extend the deadline until next week so I can show you the result of my hard work.

Sincerely

Istafa

Copy: HOD

Enclosure:

Medical Reports