

Email Message - 2

Sub : Students preparing to study abroad in 11 sem 2023-2024

To "Dean Academic" dean@hotmail.com

Cc sag@bu.edu.in

Bcc dean@bu.edu.in

Sub : Students preparing to study abroad in 11 sem
2023-2024

Dear students

We hope you enjoy your time abroad next semester - it will be one of the most important and rewarding times of your education to date. To help you get the most out of it, we encourage you to read online reviews of past international student's experience at our partner universities. They provide relevant advice and unbiased information from students in the know. You can also contact these past international students if you have further questions.

This resource is provided by iAgora.com, and you can find it online here:

<http://istudy.iagora.com>

We wish you a wonderful experience abroad!
Dean, Academic

Email Message - 1

Non-Execution of our order 30-10-2023

"Dr. S. Arockiaraj" (Arockia@yahoo.com)

Non-Execution of our order 30-10-2023

Dear, Dr.S.Arockiaraj,

We ordered for the supply of chemicals on 30-10-2023. Now more than a month has passed and the order has not been executed yet. We require these chemicals rather urgently for the ensuring university exams, which are scheduled to commence on 13-11-2023. Hence, we request you to send the chemicals immediately. In case we fail to receive the chemicals before 09-11-2023, we will be rather constrained to purchase the chemicals in the local market and our order will automatically stand cancelled. We can't afford to take the risk, as our requirements are for the university exam.

With best wishes

Narayana Moorthy

Letter of introduction written
to introduce yourself.

From

Mika Stevens

222 W 3rd st.

Mysore

mikastevens@gmail.com

To

John Marshall

Director of Sales Tech Co.

3333 E 2nd St.

Mumbai.

Dear Mr. Marshall,

My name is Mika Stevens, and I've been a sales associate at Worker Enterprises in Mysore for the past four years.

While I've enjoyed my time at Worker enterprises. I'm going to be moving to USA in the next few months and am looking for new professional opportunities there. I've heard positive things about your company over the years, and I would appreciate any recommendations you could offer for beginning a job search as a sales representative in USA.

I have included my resume for your review, and if you have time, I'd love to talk with you for a few minutes about any suggestions you may have for me. Please let me know when would be best for you. My email address is mikastevens@gmail.com and my phone number is 43254-36543.

Thank you so much for your time, and I look forward to hearing from you.

Sincerely,

Mika Stevens

~ Thank you