

Tajinder's English Classes®

Your Dream-Our Passion

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Write a letter to your senior where you work. In your letter describe:

- Status of your current project
- Why it got delayed
- Future Commitments

Write at least 150 words.

Dear John,

I am glad that you are back from US and taking over the local project that has lagged behind the schedule and through this epistle I just wanted to share a few details of the same with you so that you may align the resources properly.

The main reason for the delay to make the over bridge over the Smith Canal from eastern side was a delay from the local authority which did not give the permission to dug 300 meter tunnel but later with the help of the required government letter we got it and now the things are in pace. Moreover, the material delivery was stuck on the highway for two days due to bad weather but today morning I have got a call from the transporter that the consignment has reached on the site.

Philip has also joined us a day back from Australia who would lead the construction with his team and I hope that we shall be able to stick to the committed date of inauguration as we always did.

I shall keep you posted.

See you in the office soon.

Thanks

Jamess