

Email Etiquette Activity

Scenario:1 Requesting for Time Extension of the project[Project -Name]

Dear Rajesh,

As we committed the deadline for the project[**Project-Name**] to complete in this month[30-09-2023],but unfortunately the testing process of some project modules is not complete yet and some remodification process is going on the modules.

So please give a time extension for the project to complete within **one week[05-10-2023]** and it will be convenient for us.Sorry for the inconvenience caused Rajesh.But I assure you the project will be deployed within this time frame.

Scenari:2 Requesting for additional Non-functional Requirement of the Project[Project-Name]

Dear Rajesh,

I have go through the Non-Functional requirements document of your project.But the requirements which addressed is somewhat not enough sufficient to create the functional requirements of the project.

So I enclose the following non-functional requirements below and please convey those requirements to us means it will be helpful to proceed the project further .

Non-Functional Requirements:

1. Objective of the individual project modules
2. Target Audience [**Users**] of the projects
3. Budget Estimation of the Project