**You have to start working on an assignment/case study/project. But you have not understood everything. You need some more clarifications. How will you write to the facilitator/manager/client?**

**Email 1**

To: Pankaj Kumar

Cc Saurabh Pant

Sub: Require More Information About Project/ wells forgo bank

Body:

Hi Pankaj

I’m reaching out to say you today we got project on wells forgo banking system, it was a great session but there was some information that I was not able to understood and I need some more insights can you please guide me on that topics.

Signature:

Regards

Satyendra Pal

Software Engineer

satyendra.pal@espire.com

**You were not able to meet your deadline/deliverable of your assignment or case study. Facilitator/Manager/Client is very upset about it and has written you an angry mail. How will you respond?**

To: Satyendra pal

Cc: Rohan Kumar

Sub: Deadline missed on wells Fargo/case study

Body:

Hi Rohan,

Sorry I missed my deadline for the project.

* The testing team found an error and we instantly started working on the same and if found later it could have been a major issue for the project.
* If you can provide me two/three more days, I will deliver the project as soon as possible.
* I hope you understood my concern.

Signature:

Regards

Satyendra Pal

Software Engineer

satyendra.pal@espire.com