2)

To:Manager@gmail.com

CC:supportingteam@gmail.com

Subject: Input Requirements for the task

Dear sir,

Hope you are doing well. I would like to inform you that the task which is assigned to me was not completed yet because the task requires some inputs from the supporting team. I also informed about this issue to the supporting team leader but I didn’t get any response yet. Hence I request you sir to provide the inputs from the supporting team as soon as possible.

Thanks and Regards,

Satya.

3)

To:MANAGER@gmail.com

CC:designingteam@gmail.com

Subject: Designing issue of the product.

Dear sir,

I would like to inform you that the design which you are selected for the project is not suitable because it is a very old design. And the people now a days are not ready to go with old designs. If we do our product with old design our product will not give us enough benefits. Hence I request you sir to look at this and change the design for our product as soon as possible.

Thanks and Regards,

Satya.