

PRACTICAL: 01

AIM:

Practical Exercises in Email Writing

QUESTION 01:

You were unable to complete an assignment due to illness. Write an Email to your professor requesting an extension on the submission deadline.

samidhamaam@mes.ac.in

Request for extension on assignment submission

Respected Teacher,

I hope this message finds you well. I am writing this email to inform you that I was very unwell over the past 4 days, which has affected my ability to complete the assignment due on 25th of September 2025. Despite my best efforts, I was unable to work efficiently during this period.

I have almost completed my assignment and I kindly request for an extension of the submission deadline so that I can submit the assignment to the best of my ability. I assure you that this will not be repeated again.

Thank you for your understanding and consideration.

Best regards,
Saumya Kanti Sarma
FY-BCA(B)
Roll-2570

QUESTION 02:

Write an email accepting a job offer, confirming the joining date and expressing gratitude.

hr@cloudflare.com

Confirmation of accepting job application

Respected sir,

I hope you are doing well and in good health. I am writing this email to express my excitement regarding joining Cloudflare as a system designer and cloud architect. I got the confirmation email about joining the company and as per the mail, yes I am able to join from 1st October as I am very excited for this opportunity.

From using cloudflare since my college days, to working with it. It's a dream come true and I am looking forward to working very hard with the company.

Thankyou for considering my application
Warm Regards
Saumya Kanti Sarma

CONCLUSION:

Email writing performed successfully.