

1.You are a part of the corporate communication team in your company. The working time period is revised as 8:30 am to 5:00 pm. Using the following phrases, write an email with a minimum of 70 words and a maximum of 100 words to the employees in your company informing the same.

Subject: Revised Working Time Starting Next Week!

Dear Team,

I hope this email finds you well. I am writing to inform you about an important change in our working schedule. Effective from next week, our working time will be revised to 8:30 am to 5:00 pm. However, please note that the duration of the workday has been reduced by 15 minutes.

To make your mornings easier, I am thrilled to announce that we will be offering a free breakfast option starting at 8:00 am in the office. So, please make sure to arrive early and enjoy a delicious meal to kick-start your day.

If you have any questions or concerns, please feel free to reach out to me or your immediate supervisor.

Thank you for your cooperation.

Best regards,

Swayam Prakash Sahu  
Corporate Communication Team

2. Using the following phrases, write an email with a minimum of 70 words to the customer Mr Roy explaining the delay to the project.

**Subject: Delayed Project Update**

Dear Mr. Roy,

I hope this email finds you well. I am writing to provide you with an update regarding the status of your project, which was originally scheduled for completion on 10th May (Friday).

Unfortunately, we encountered an unexpected power outage in our office, which severely impacted our operations. As a result, there was a delay in the project timeline. Our team is diligently working to recover the lost work and expedite the completion of your project.

We sincerely apologize for any inconvenience caused and assure you that we are fully committed to delivering the highest quality results. Your project is of utmost importance to us, and we appreciate your patience and understanding.

If you have any further questions or concerns, please feel free to reach out to me directly. Thank you for your continued support.

Best regards,

Swayam Prakash Sahu  
Customer Support Representative

3.As an intern at XYZ consulting Pvt.Ltd, write an email to your internship Project Manager, Mr.Karunesh, informing about the progress that you are making and some difficulties that you are encountering. Sign the email as Max.

Subject: Project Progress and Challenges - Internship Update

Dear Mr. Karunesh,

I hope this email finds you well. I wanted to provide you with an update on the progress of my internship project.

I am pleased to inform you that I have made significant headway in my assigned tasks. I have successfully completed the research phase and started working on the data analysis part. However, I have encountered some difficulties while handling complex datasets. Despite my best efforts, understanding and extracting insights from the data has proven to be challenging.

I am actively seeking guidance from the team and exploring additional resources to overcome these obstacles and ensure the project's success.

Thank you for your continued support and valuable mentorship throughout this internship journey.

Best regards,

Max Intern, XYZ Consulting Pvt. Ltd.

4. As a supplier, write an email to the manager of RD Wheel company, Mr.Malhotra, intimating their payment that is due for the products delivered to them three months ago. Sign the email as Sameer.

Subject: Payment Reminder: Unsettled Invoice for Products Delivered

Dear Mr. Malhotra,

I hope this email finds you well. I am writing to bring to your attention the pending payment for the products supplied by our company to RD Wheel three months ago.

As a valued supplier, we greatly appreciate our business partnership and the timely settlement of invoices. However, we have noticed that the payment for Invoice No. RDW-123, dated 05/02/2023, is still outstanding.

We kindly request your prompt attention to settle the outstanding amount of Rs 5,00,000. Clearing this payment will not only ensure a smooth financial transaction but also help maintain our mutually beneficial relationship.

If you require any further information or assistance regarding the invoice or payment process, please do not hesitate to contact me. We look forward to your prompt response and cooperation.

Thank you for your attention.

Best regards,

Sameer  
Supplier, Tulip Supplier Company

5.As a recent buyer of their car, write an E-mail to the Manager of XYZ automotive company, Mr Kishore, regarding the poor quality of service facility available in the city. Sign the Email as Anil.

Subject: Feedback on Service Facility: Improvement Request

Dear Mr. Kishore,

I hope this email finds you well. I am writing to provide feedback regarding the service facility of XYZ automotive company in our city.

As a recent buyer of one of your cars, I have experienced the service firsthand. Unfortunately, I must express my disappointment with the quality of the service facility. The lack of professionalism, inadequate equipment, and delays in attending to customers have been concerning.

I believe that XYZ automotive company has a reputation for excellence, and I sincerely hope that you will address this matter promptly. Improving the service facility will not only enhance customer satisfaction but also strengthen the brand's image in our city.

Thank you for your attention to this matter. I appreciate your dedication to providing the best customer experience possible.

Best regards,

Anil

Customer, XYZ automotive company