**Communication and presentation skills**

**Assignment 2 and 3(20k-1052 && 20k-1655)**

**Q1.**

Street no-145

Corral terrace, Miami

Florida-33144

[Chris\_evans@gmail.com](mailto:Chris_evans@gmail.com)

26th May 25, 2021

Bucky Barnes

Farmer

Healthy Harvest, Agricultural farm

Street no-9

Pinecrest, Miami

Florida-33156

Approval for the purchase of GPS

I’m pleased to inform you that I would like to grant you a line of credit so that you can purchase a Global Positioning System for your combined harvester machines and tractors since you have made that request a while ago. And I believe you require it.

In reference to our earlier conversation where you mention why this GPS is required in a vehicle for some precision agricultural operations. As an equipment distributor, I know you will be able to use that for high-speed direct seeding on a farm tractor. This combined harvester will also allow you to analyze whether the yield of a certain area is improved or not in real-time. Furthermore, to reap the mature crops and to conduct the harvest according to the distribution area of different products, can effectively improve the work efficiency and reduce the work cost. This effective system will also reduce chemical pollution by monitoring pest and weed disasters. After considering all of these things, I have decided to put confidence in you by accepting your request.

You will have your GPS on the farm by the 28th of May. Hope that it will further improve the harvesting process and proved to be functional for the Healthy Harvest. Along with that, I will not be taking an interest amount for the line of credit that I am providing. Feel free to contact me in case of any further assistance.

Sincerely,

Chris Evans

Equipment distributor

Healthy Harvest.

**Q2.**

**To: karim.ahsan@gmail.com**

**Subject: HEALTH ALLOWANCES**

Dear Mr. Ashan:

You are a valuable asset to our company and your work and dedication to this institution have helped it to grow a lot.

As you already know that we are currently going through a pandemic due to which we have suffered a great loss. Currently, our company’s share is at its lowest. Due to the current situation, people are not spending their money on extra stuff which is largely affecting our sales and profit. Moreover, our company has over 1000 employees whose livelihood depends on this company so it would have a devastating impact on their families if our company goes towards bankruptcy.

Due to the above-mentioned reasons, it will not be able for the company to pay health allowances to employees. This decision is only taken for this year and we will try our best to pay health allowance to each employee from next year.

I hope that this situation gets better so that we may prosper again and I hope that you will continue to work with the same passion and dedication for the betterment of this company because it was due to the hard work and dedication of employees like you who rose this company to success and it will again rise with our combined efforts. Feel free to contact me anytime.

Sincerely,

John Mark

General Manager

Microsoft Inc.