**Assignment 2 and 3**

**Assignment 2 - Positive message/letter:**

23 North Main Street  
ABC Colony  
Post Box no.253447  
Karachi-4004800

May 27, 2021

Dear Xyz  
Plaza Farms  
154 Petal Street  
Karachi-4004800  
  
GRANT ACCEPTANCE OF CREDITS

I would like to gladly share it with you that in the recent meetings held between me and the head of equipment and resource allocation teams, we have decided to grant you a line of credits which you requested in the previous week. We look forward to your purchase of global positioning systems using these credits.

As you shared about the essential benefits our Farm would be able to gain using these global positioning systems, we as a whole team welcome this suggestion of yours and look forward for more of your input regarding the betterment of Farm. We appreciate you for striving to make a new move into using the technology for our sector. This would not only help us get harvester machines and tractors but will also be benefiting us in a long time run. I have been personally looking into a lot of requests which were being put forward to me however yours was something which definitely took most of the attention. Since the Farm revenue has been increasing from a couple of months, we are also glad to share that we have removed the previous imposed restrictions and timeframe to put forward the payments for these credits.

Lastly, since you have been allotted these credits and you will soon be purchasing the global positioning systems, it would be an honor for us to help out in any particular issue you are facing regarding these new technological machineries. Credits would be available for you to collect in just a week. I hope to hear out more from you soon.

Sincerely,   
Equipment Distributor  
xyz

**Assignment 3 - Negative message/letter:**

To: allemployees@health.edu  
From: abcmanager@nu.edu.pk   
Subject: Announcement regarding Health Allowances  
  
 I am very glad to know about extreme efforts put forward by our health department’s team, the situation have been dealt really effectively due to your tireless hard work. We have also achieved the target of record serving of patients which have resulted in a positive reputation of whole organization. I would like to see similar efforts for the upcoming months.

Unfortunately, due to Covid-19 pandemic, I would like to regretfully announce that over the last several months our company had faced many crises due to which production rate of our company have significantly decreased, consequently the financial condition of our company are not in a state to approve appraisals. As we all know that we are also facing delay in receiving our pay, for this reason, our company decided that health allowance will only be minorly delayed only for the current year temporarily while the transport allowance and lunch allowance will be given as per the schedule.

I hope that in the upcoming year if we put forward the same amount of energy and same efforts, we will be better and our financial gain will soon increase the health allowances we could offer. I wish you all the best during this challenging time.

ABC  
Manager  
Xyz Health Department