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| **Assignment** | ****Writing workshop**** |
| **Submitted to** | **Mam Rubab** |
| **Submitted by** | **Saira Saeed** |
| **Roll Number** | **BSCS-f19-M-47** |
| **Section** | **B (Morning)** |

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**Letter 1:**

**Write a letter to your uncle thanking him for the gift he sent you on your birthday.**

29, Butt Street Data Road

Rawalpindi

10th July, 2020.

**Dear Uncle Hamid,**

Dear uncle, I knew it, that you can never forget my birthday as I know you love me so much. I received the world's best gift by you on my birthday. Yesterday when I was handed the gift parcel sent by you, my heart was pounding with joy. I opened it and I screamed with joy than to see that it was a laptop.

My laptop was breaking down and I told you about this. I had no idea that you will keep that thing in mind and would not forget it. I want to let you know that I have very much liked that laptop.

Before this gift I was worried about my studies because it was becoming so tough for me to study CS without laptop. All these worries are gone now. This gift worth a lot for me. I promise you to keep it safe. I will use it with great care and I will do my studies with full devotion.

**Dear uncle, I really thank you for such a worthy gift.**

**Your loving niece,**

**Saira Saeed**

**Letter 2:**

**Write a letter along with a cover letter to HBL for appointment as a software engineer.**

29, Butt Street Data Road

Rawalpindi

10th July, 2020.

Mr. Morgan

Manager

Habib Bank limited

Mangla Road

Rawalpindi

**Dear Mr. Morgan,**

From a newspaper add I came to know that you need a software engineer for your company. You may reach me as I successfully fulfill all the requirements given in the add.

Since 2014, I have served as a software engineer for Techno Spark Company, where I have been repeatedly recognized for developing innovative solutions for android software, globally deployed software and systems. I claim the responsibility for the development of next-generation software, from all requirement gathering to design, coding, testing, documentation and implementation.

I am technically expert in many cross-platform (Windows, Unix, Linux and VxWorks); fluency in 8 programming languages (including C, C++, VB, Java, Python and SQL); and cutting-edge knowledge of developer applications, gadgets, methods and good practices (including OOD, client/server architecture and self-test automation).

My work experience and the qualities like developing user-friendly solutions on time and budget would enable me to step into a software engineering role at HBL Company and hit the ground running.

**You may reach me at (111) 5544-454545. I look forward to speaking with you.**

***Your sincerely,***

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***Saira Saeed***

**Letter 3:**

**Write a letter to the director complaining the misconduct of your juniors.**

29, Butt Street Data Road

Rawalpindi

10th July, 2020.

Mr. Bukhari Shah

Director

ILM college

Mangla Road

Muzaffarabad

**Dear Professor Bukhari,**

My name is *Saira Saeed* and I am in class 12th writing this letter to complain you about the misbehavior of the junior students. As a director of the college It is important that you should know regarding a serious matter, happening within your college.

Some junior students are conducting misbehave with the senior students. They are mischievous and this irresponsible behavior is increasing day by day. Approximately two weeks ago some junior students started poking the seniors but they ignored. Whenever they pass through our class they shout and disturb the whole class. Some teachers also tried to make them understand but the things are getting worse.

Yesterday a group of junior students locked our room from outside the class. We asked them to open but they ridiculed us and did not open the room. we were locked in the room for half an hour, then a teacher came and opened the door.

I am sending this letter to you just to make you aware of this issue. I hope you will take serious action on it. I hope we will not face such a bad condition again.

***Your sincerely,***

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***Saira Saeed***