

## **BCSL Assignment 6**

**Name: Yash Kalavadiya**

**Roll No.: 21379**

**Class: SE-3**

**Batch: H3**

**Title: Letter/Application Writing**

### **Problem Definition:**

To submit a written business document application / letter.

1. Business Application
2. Business Letter

### **Objective:**

1. Individual will be able to demonstrate the skills of Letter writing and learn how this may affect the workplace.
2. Students will extend their abilities to write effectively in a well-defined structure for a variety of purposes.
3. Understand the various elements of business letters.

### **Do's and Don'ts of Letter Writing:**

#### **Dos:**

1. Start with a formal salutation.
2. Craft a strong call to action.
3. Use figures of speech.
4. Be brief, to the point and discuss only one issue in each letter.
5. State your reason for writing a business letter.
6. Close the letter by thanking the person for their time and consideration.

#### **Don'ts:**

1. Forget to proofread before sending or posting a letter.
2. Neglect or not know your audience.
3. Do not write long introductions and unnecessary statement.
4. Avoid usage of slangs or messaging language as that does not indicate professionalism.

### **Problem Statement:**

You are organizing a seminar for your company. Write a letter to the manager of another department inviting them to give a presentation at the seminar in your letter.

**Letter:**

**Formal Letter to the HR for application of a leave.**

24 December 2021

Yash Kalavadiya

Devops engineer

Netflix, Palo Alto

To,

HR Person.

Subject:- Leave application letter

Respected Sir/mam,

This new year, me and my family are planning to go for a trip to Hawaii. I am aware that I am few commits behind assigned task, but I can finish it in a day and also do overtime to cover up other task as well.

So, I request you to grant a leave of 4 days. I wish you and your family a very happy Christmas.

Yours Sincerely,

Yash Kalavadiya