

BCSL Assignment 6

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Roll No.: 21362

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.

29 December 2021

SRS Company,

Hinjewadi,

Pune- 411043,

To,

HR Person.

ABC company,

Delhi 110001.

Subject :- Seeking humble permission for a leave.

Respected Sir,

Greetings of the day! Hello sir/ma'am, I am XYZ from "IT" Department. My Employee ID is : 21382.

As I am suffering from a severe back pain from a couple of days, I want to bring to your kind attention that my doctor has suggested taking thorough rest for five days initially. The doctor also recommended going for MRI scan along with a week of physiotherapy sessions and other medications.

Hence I request you to grant me a leave of five days starting from 31/12/2021 to 04/12/2022 for betterment and speedy recovery. Also, let me know if any further clarifications are required for the case. I am attaching my medical certificate along with this email.

I can be communicated at abc21@gmail.com and on 9999999999 in the case for any queries and emergency situations. Besides, I have explained the tasks to Mr. ABC to be taken care of in my absence.

Yours Sincerely,

XYZ.

ABC company,

Pune.