

## ✉ Email 1 – To a Client About Wedding Invitation Details

**To:** [client@example.com](mailto:client@example.com)

**Cc:** [manager@example.com](mailto:manager@example.com)

**Bcc:**

**Subject:** Confirming Wedding Invitation Details Before Design Begins

**Body:**

Dear [Client's Name],

I hope this email finds you in good health. I can't wait to start working on your wedding invitation, but before we do, I want to make sure that every design element lives up to your standards.

Would you kindly verify the following information?

Design theme or style (e.g., floral, minimalist, elegant, etc.)

Size of invitation

To be included is the exact text

Paper finish and quality (such as glossy, matte, recycled, etc.)

Color scheme preferences

Any extra design components (monograms, illustrations, etc.)

I'll start working on an early draft for your consideration as soon as I have all of these verified. If you would like to arrange a brief phone conversation to discuss these points, kindly let me know.

Looking forward to your reply.

Best regards,

Ali Kalakish

Graphic Designer

[alikalakish72@gmail.com](mailto:alikalakish72@gmail.com)

## ✉ Email 2 – Weekly Report to Supervisor

**To:** [supervisor@example.com](mailto:supervisor@example.com)

**Cc:** [teamlead@example.com](mailto:teamlead@example.com)

**Bcc:** [self@company.com](mailto:self@company.com)

**Subject:** Weekly Accomplishment Report – [Week of April 14–20, 2025]

### Body:

Dear [Supervisor's Name],

I hope you're doing well. Please find below my weekly accomplishment report for the week of April 14–20, 2025:

### Accomplishments This Week:

- Completed the design of the promotional banner for the upcoming software launch.
- Finalized edits on the mobile app UI mockups based on client feedback.
- Collaborated with the development team to ensure design consistency.
- Attended two client meetings to discuss branding requirements.

### Planned Activities for Next Week:

- Begin designing the landing page for our new product.
- Prepare visual assets for the May marketing campaign.
- Conduct user feedback sessions on our updated UI/UX designs.
- Continue refining design systems and component library.

Please let me know if there's anything you would like me to prioritize or adjust.

Best regards,

Ali Kalakish

Graphic Designer / BAU Student

[alikalakish72@gmail.com](mailto:alikalakish72@gmail.com)