

Class Activity

Letters

Name: Ahmad Mohsin

Roll No: 22P-9003

Teacher Name: Noreen Shah

Subject: Technical and Business Writing

Section: BAI-5A

National University of Computer and Emerging Sciences (FAST)

Letter 1: A Token of Appreciation for Our Trusted Partner

XYZ Technologies Pvt. Ltd.

Head Office, Blue Area, Islamabad, Pakistan

Phone: +92-51-1234567

Email: info@xyztech.com

Date: October 22, 2024

Harib

CEO, Innovate Solutions Pvt. Ltd.

6th Floor, Liberty Tower, Gulberg, Lahore, Pakistan

Subject: A Token of Appreciation for Our Trusted Partner

Dear Harib,

I hope this letter finds you in good health and spirits. On behalf of **XYZ Technologies Pvt. Ltd.**, I would like to personally thank you for the exceptional business relationship we have built over the last year. Your trust and confidence in our services have greatly contributed to our success, and we truly value your partnership.

To show our appreciation, we are excited to offer you a **15% discount** on all future orders for the next six months. This is a small token of our gratitude for choosing us as your trusted partner.

We are eager to continue working together and remain committed to providing you with the best services and solutions in the future.

Best regards, Ahmad Mohsin

Program Officer

XYZ Technologies Pvt. Ltd

Letter 2: Celebrating Your Success with a Special Gift

XYZ Technologies Pvt. Ltd.

Head Office, Blue Area, Islamabad, Pakistan

Phone: +92-51-1234567

Email: info@xyztech.com

Date: October 22, 2024

Harib

CEO, Innovate Solutions Pvt. Ltd.

6th Floor, Liberty Tower, Gulberg, Lahore, Pakistan

Subject: Celebrating Your Success with a Special Gift

Dear Harib,

I hope this message reaches you well. On behalf of **XYZ Technologies Pvt. Ltd.**, I am thrilled to congratulate you on the fantastic achievements of **Innovate Solutions Pvt. Ltd.** this past year. Your hard work and innovative ideas have taken your company to new heights, and we are proud to be your partner.

To celebrate your success, we are pleased to offer you a **complimentary service package** for the next three months, designed to support your continued growth.

We look forward to strengthening our partnership in the coming years and wish you even more success in the future.

Best regards, Ahmad Mohsin

Program Officer

XYZ Technologies Pvt. Ltd.