**Email Etiquette**

1

To : {facilitator/manager/client} email

Cc: {manager/HR} email

Subject: Clarifications needed

Dear {Facilitator's/Manager's/Client's name},

I am writing to you to ask for clarifications on my assignment. I am not sure about some things and would really like your help.

I would really appreciate it if you could answer the following questions:

1) What is the deadline for this project? 2) What are the deliverables for this project? 3) What is the scope of this project?

4) What are the specifications of this project? 5) Are there any other resources that I can use to complete my assignment?

6) What are the requirements for this project?

Thank you,

Regards

**Amit Yadav**

Software Engineer – Trainee

[Amit.yadav1@espire.com](mailto:Amit.yadav1@espire.com)

Espire Infolabs Private Limited

486 & 487, Udyog Vihar Phase-III, Gurgaon- 122016  
Tel: +91-124-7173-243 | [www.espire.com](http://www.espire.com/)

SEI CMMI level 5 Ver 2.0 Appraised (DEV + SVC)

ISO 27001:2013 & ISO 9001:2008certified



2

To : {facilitator/manager/client} email

Cc: {manager/HR} email

Subject: apologies for let you down

Body:

Hi {facilitator/manager/client} name,

I am sorry for letting you down and not meeting the deadline for our work. I can see how upset you are about this and I want to assure you that this will never happen again.

I will be more diligent about my work and follow through with the tasks that are given to me.

Thank you,

Regards

**Amit Yadav**

Software Engineer – Trainee

[Amit.yadav1@espire.com](mailto:Amit.yadav1@espire.com)

Espire Infolabs Private Limited

486 & 487, Udyog Vihar Phase-III, Gurgaon- 122016  
Tel: +91-124-7173-243 | [www.espire.com](http://www.espire.com/)

SEI CMMI level 5 Ver 2.0 Appraised (DEV + SVC)

ISO 27001:2013 & ISO 9001:2008certified

