**Recommendation letter & Effective Email**

**Assignment No: 02**

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**Spring 2022**

**CSE-311 Technical Writing**

Submitted by: **Ashfaq Ahmad**

Registration No: **19PWCSE1795**

Class Section: **B**

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submitted to:

**Ma’am Naina Said**

May 16, 2022

**Department of Computer Systems Engineering**

**University of Engineering and Technology, Peshawar**

 **Department of Education**

**Higher Education Commission**

**KPK, Pakistan**

*Phone no # 03449024783*

*Web: www.education.edu.pk*

*E-mail: Qasim1543@gamil.com*

Dated 16-May-2022

**Letter Of Recommendation**

I am feeling glad to recommend Mr. Ashfaq Ahmad for admission in Bachelor of Science at university of Engineering technology, Peshawar.

My name is Qasim Ali, Head Master at Government College Banna Allai. I know Mr. Ashfaq for the last 4 years when he was student at Government college banna Allai. I taught him mathematics and Physics from 9th to 12th. Also he has worked with me in different district level seminars and school annual function, thus I have an ample of chance to access his capabilities.

As his teacher, I witnessed Ashfaq work with great deal of creativity and enthusiasm. During our time together he proved to be bright, inquisitive and diligent in his studies. Of all the students I have taught them, Ashfaq is among the most intellectually curious and enthusiastic.

Mr. Ashfaq possesses good English language skills. He has learned a lot and has a lot of general knowledge. As long as good student, he is also a good sports man. He loved cricket a lot. He was captain of our school team. He has been among the top students of his class and his performance has also been appreciated by other teachers and classmates. He is very much adaptive to new environment.

Combining his academic achievement with his personal qualities of hard work, his intellectual abilities and attitude, I can discern an individual of high capabilities in him. I am confident without reservation that Ashfaq would be an excellent fit for this program if given a chance. I strongly recommend him for the program and wish him the best of luck.

Feel free to contact me at 03449024783 if you have any query or you need any further information.

Yours sincerely,

Qasim Ali

Head master

Government college banna,Allai

Email : Qasim1543@gmail.com

**Effective Email**

To: instructor address.

CC: address of coordinator and chairman.

Subject: **Request for improving English course for future batches:**

Dear sir,

I am writing to inform you that, we have faced a lot of issue in English course during you were teaching us. As we all know semester has a very short period of time and the course content are much more which can’t teach in allocated time properly.

So if the course content could reduce to some extent, kindly reduce it. It will be better for future batches to learn properly.

Thank you and I look forward to your next message.

Regards,

Ashfaq Ahmad

Batch #21