# Email Writing Assignment

**Situation 1:** An apology letter to the client for crossing a project deadline due to technical issues and requesting for a week's extension.

**Subject**: Requesting for project extension.

**Body**:

I apologize for not being able to complete our project before the deadline. Despite the fact that I have been working hard on this project for the past few days, we missed our deadline due to a technical issue.

Nonetheless, I will take full responsibility and promise that we will do all necessary to prevent this from happening again. As a result, please extend the project by one month.

Please accept my sincerest apology and request.

Sincerely,

Nethula Ganesh

**Situation 2:** Requesting for a raise mentioning your achievements in the past year.

**Subject**: Requesting for a raise.

**Body**:I am Ganesh Nethula. I've had a great experience working as an Associate Developer at Kore.ai Company for the past three years. During those years, I rose to the position of team leader and designed innovative approaches to finish my work ahead of schedule .

In the last year, I have accomplished the following objectives:

* I received client evaluations.
* I was named best employee of the year.
* I volunteered to assist my coworkers with their tasks.

I feel I have exceeded the expectations we set for my job when I first joined the organization three years ago.

As a result, I would appreciate the chance to meet with you to discuss increasing my compensation to reflect my current performance. I am requesting an x% pay rise, which I think suits both my existing abilities and industry averages.

I am happy to be a part of this organization once more, and I appreciate taking on tasks that allow me to contribute to the company.

Thank you for your time. I look forward to speaking with you soon.

Thanks and regards,

Nethula Ganesh

**Situation 3:** Email to client sharing the status of project sharing what has been accomplished and what is planned for the coming days.

**Subject**: Project Status.

**Body**:

Hi, Last Name

The project's status is provided, together with detailed information (timeline completion / what happened last week / what's for the next sprint). Please read the following.

Project timeline completion status:

* The overall project is 62% complete
* UI phase 93% complete
* Back-end phase 15% complete

What happened last week:

* Completed UI phase 85% - 93%.
* Finish Back-end phase to 30%.
* UI Manual Testing.
* UI test cases .

Planned for next sprint:

* Complete UI phase completely.
* Finish Back-end phase to 30%.
* UI testing.

Thank and regards,

Ganesh Nethula

**Situation 4:** Email to your teammate requesting for help/guidance in an area she is an expert in and you need to master for your project.

**Subject**: Requesting for help.

**Body**:

Hi, Last Name

I'm now working on a new project that is built on Node.js, which I'm not very good at. If you have some free time, could you help clarify Node.js?

Thank you for your time in reading this. I look forward to hearing from you soon.

Sincerely,

Ganesh Nethula