**Scenario: Business Trip Cancellation**

You are a sales manager at a manufacturing company. You were scheduled to attend a critical business trip to meet with a potential client. However, due to unforeseen family emergencies, you cannot make the trip. Write a negative news business letter to your boss informing them of your inability to attend the trip. Use the Indirect approach and include all the formal components of the letter using the block format only.

Muhammad Hammad

Sales Manager

ABC Company

Road 41, Shahrah e Faisal

May 23, 2024

John Doe

Director of Sales

ABC Company

Road 41, Shahrah e Faisal

Dear Mr. Doe

I hope this message finds you well. I would like to express my gratitude for the continuous confidence you have shown in my ability to conduct the client relations.

However, I am writing to inform you that some unseen family emergencies has arisen, which necessitates my immediate attention and presence. Unfortunately, due to this very reason I am unable to attend to the business trip scheduled next week to meet our potential client.

I understand the significance of this meeting, thus I have spoken to the Assistant Sales Manager, Mr. Mirza to conduct the meeting in my absence. Mr. Mirza is well versed about the sales and statistics of the company, and I am sure that he will manage the business trip effectively.

I will ensure that Mr. Mirza is fully briefed and provided with the necessary information to conduct this meeting with our client.

Please accept my sincere apologies this may cause. I am fully committed to resuming my responsibilities as soon as possible.

Sincerely,  
Muhammad Hammad

+9233131313131

**Scenario: Training Session Conflict**

You are an HR specialist at a mid-sized firm. You were supposed to conduct a training session for new employees next week. However, a sudden health issue requires you to take a few days off. Write a negative news business letter to your boss informing them of your situation and suggesting alternatives. Use the Indirect approach and include all the formal components of the letter using the block format only.

Muhammad Hammad

Human Resources Manager

ABC Company

Road 04, Shahrah e Faisal

May 23, 2024

John Doe

Director of Human Resources

ABC Company

Road 04, Shahrah e Faisal

Dear Mr. Doe

I hope this message finds you well. I want to express my sincere appreciation for giving me the opportunity to lead the upcoming training session for our new employees.

However, I am writing to you to inform you that some unseen health issue has arisen, requiring me to take a few days off for medical attention and recovery. Due to this immediate health crisis, I am unable to conduct the training session next week.

I understand the significance of this training session, and I have discussed this situation with the Assistant HR Manager, Mr. Mirza who has agreed to lead the training session in my absence. Mr. Mirza is an extremely talented individual and I believe that he will make the training session successful.

Please accept my sincere apologies this may have caused. I am committed to resuming my responsibilities as soon as possible.

Sincerely,  
Muhammad Hammad

+923131313131

**Scenario: Project Deadline Extension**

You are a project manager at a tech company. Due to unexpected technical difficulties, you realize that the current project will not meet the deadline. Write a negative news business letter to your boss explaining the situation and proposing a new deadline. Use the Indirect approach and include all the formal components of the letter using the block format only.

Muhammad Hammad

IT Manager

ABC Company

Road 04, Shahrah e Faisal

May 23, 2024

John Doe

Director of IT Department

ABC Company

Road 04, Shahrah e Faisal

Dear Mr. Doe

I hope this message finds you well. I want to express my gratitude for the continuous confidence you have shown in my ability by assigning me another important project.

However, I am writing to inform you that due to an unforeseen technical issue, the project is behind the schedule. Despite our best efforts, we will require some additional time to get the project finished.

Understanding the situation, I have assigned two more engineers to work on the project. With continuous efforts, we aim to finish the project within next week which will be a little beyond than the original deadline.

Please accept my sincere apologies for the trouble this may cause. I, with the rest of the team ensure that the project will not be delayed more than 3 days and it will be submitted with the highest quality standards.

Sincerely,

Muhammad Hammad

+92313131313

**Scenario: Conference Attendance**

You are a marketing executive at a retail company. You were scheduled to attend an important industry conference, but due to a last-minute client meeting, you cannot go. Write a negative news business letter to your boss informing them of your situation and your plan to stay updated with the conference proceedings. Use the Indirect approach and include all the formal components of the letter using the block format only.

Muhammad Hammad

Marketing Executive

ABC Company

Road 04, Shahrah e Faisal

May 23, 2024

John Doe

Director of Marketing

ABC Company

Road 04, Shahrah e Faisal

Dear Mr. Doe

I hope this message finds you well. I want to express my gratitude for the continuous confidence you have shown in my ability by choosing me to attend the important upcoming industrial conference.

However, I am writing you to inform you that an unavoidable schedule conflict has arisen. Recently, my team has been trying to secure a meeting with one of our key clients, and due to their demanding schedule, they have only been able to arrange a meeting at the same time as the conference. As he is one of our important clients, I must prioritize the meeting with him. Therefore, I will not be able to attend the industrial conference.

Understanding the situation, I have discussed it with the Assistant Marketing Manager, Mr. Mirza who has agreed to attend the conference in my place. Mr. Mirza is well versed about our marketing strategies and company objectives, and I believe that he will represent us effectively in the event. Additionally, I will update myself with the conference proceedings by reviewing the materials and notes shared by Mr. Mirza.

Please accept my sincere apologies this may have caused. I appreciate your understanding and support in this matter. Thank you for displaying your continuous confidence in me.

Sincerely,

Muhammad Hammad

+923131313131

**Scenario: Equipment Failure**

You are a head chef at a restaurant. The primary oven in the kitchen has broken down, and the repair will take a few days. This means you cannot maintain the regular menu. Write a negative news business letter to your boss explaining the situation and suggesting temporary menu changes. Use the Indirect approach and include all the formal components of the letter using the block format only.

Muhammad Hammad

Head Chef

ABC Restaurant

Road 04, Shahrah e Faisal

May 23, 2024

John Doe

Owner

ABC Restaurant

Road 04, Shahrah e Faisal

Dear Mr. Doe

I hope this message finds you well. I want to express my gratitude for the continuous confidence you have shown in my ability by having me appointed as the head chef.

However, I am writing to inform you that an avoidable situation has arisen. The primary oven in our kitchen has broken down, and its repairing is expected to take a few days. Due to this very reason, we are not able to serve the original menu as several items on the menu requires baking or grilling.

Understanding the situation, it is my advice to follow a temporary menu to keep the restaurant operational and maintain customer satisfaction. If you confirm for a temporary menu change, my team could design it and have it ready for your verification within a few hours.

I would appreciate your understanding on this matter and thank you for having confidence in me and my team.

Sincerely,

Muhammad Hammad

+923131313131