

To: Bernice Chen & Joshua Pereira
From: Aisha Rahman
Date: 3rd January 2026
Subject: Re: Volunteer Day Proposal – Sunshine Children’s Village

Dear Bernice Chen & Joshua Pereira,

Thank you for taking the time to draft the proposal. While reviewing it, I noticed a few issues that need to be addressed.

Firstly, I was unable to find any reliable information on “Sunshine Children’s Village”, such as their website, contact details or any official listings. The closest search result was “Sunbeam Place @ Children’s Society”. Before we commit, we need to do a proper verification of the organisation that we partner with and have evidence of direct contact. Due to this, I am unable to approve the proposal at the current juncture.

While the proposal is detailed and organized, parts of it appear to rely heavily on AI-generated content, with some “hallucinated” or unverified details. While the use of AI is a good tool for drafting, ensuring that the information is accurate and legitimate is crucial. Improper usage of AI can undermine internal and external trust, as well as the organisations' reputation with stakeholders.

Furthermore, the ParcelPort Version 3.2 product launch scheduled for mid-March 2026 is a crucial milestone for the organisation. During this period, the team will need to focus on the launch so it is not advisable for them to participate in this full day volunteering initiative leading up to the product launch. A more viable approach would be to do it after the product launch.

While I appreciate your initiative, I would like both of you to liaise with a suitable organisation and prepare a concise one-page brief outline consisting of:

- a. Brief introduction of the Organisation
- b. Person of Contact
- c. Required Resources
- d. Proposed Budget Estimate
- e. Proposed Date
- f. Other Relevant Information

Thank you for your effort. I look forward to your revised proposal.

Warm Regards,
Aisha Rahman
Senior Product Manager & CSR Liaison
Bright Horizon Tech

Word Count: 292 words

Assignment 3: Writing Emails
Work Distribution Form




As this assignment carries a shared team mark, within your pair/trio, please agree on and place on record the workload distribution and contribution. The agreed distribution can be adjusted as necessary while you work on the assignment.

This document serves to help ensure that the shared mark is fair to both/all contributors. If any member does not contribute, please inform your tutor. In the event of any disputes between and/or complaints from, team members, this document will serve as a reference of what each member contributed. Therefore, in such cases where there is a dispute on workload, the marks will be adjusted accordingly.

Fill in the table below, sign at the end of the form and submit the completed document to your Tutor as instructed

We agree that the workload distributed and contributed are as follows:

Name	AGREED Workload Distributed	ACTUAL Workload Contributed
Vismaey Nimish Shah	Evenly Distributed	Evenly Contributed
Lim Jing Han	Evenly Distributed	Evenly Contributed
Nur Rafhanah Roslee	Evenly Distributed	Evenly Contributed

Name	Signature	Date
1. Vismaey Nimish Shah		6th Nov 2025
2. Lim Jing Han		6th Nov 2025
3. Nur Rafhanah Roslee		6th Nov 2025