**Brief Correspondence**

Sakar Singh Khadka

Trinity International College

09/03/2024

**Brief Correspondence**

**Prompt 1**

To: Shirley Taylor <shirley@shirleythetrainer.com>

From: Harry Lim <harry.lim@hr.com.np>

Date: Mar 8, 2024

CC:

BCC:

Subject: The upcoming Seminar in Nepal

Dear Shirley,

I hope you are doing well. I am delighted to hear that you will be visiting Nepal in May for your upcoming seminar on ‘Effective Business Writing’. There are some bookstores eager to host a special book signing event with you. This could be an exciting opportunity for you to understand about your readers in Nepal.

If you don’t mind could you please let me know some of your free days during your upcoming visit? It will make things easier for us to decide the timing for the events accordingly.

Thank you for this opportunity, and I am looking forward to further discussions.

Sincerely,

Harry Lim

**Prompt 2**

To: All the Employees

From: Sakar Singh Khadka, HR Manager

Date: Mar 8, 2024

Subject: Removal of the Free Coffee Stations

Dear Team,

Unfortunately, after the recent meeting with the shareholders it has been decided that effective from April 1st, the free coffee stations on all floors will be removed for the following reasons:

1. Due to the financial constraints free coffee isn’t feasible anymore.
2. Due to the changes in the company’s priorities, free coffee doesn’t align with the new objectives.
3. In order to enhance the sustainability practices, to reduce the waste and to promote environment friendly practices

We would be happy to see the support of our employees during this transition and we will address any queries that you may have. So, if you have any questions, please do not hesitate to contact the HR department.

Best regards,

Sakar Singh Khadka

HR Department

**Prompt 3**

Sakar Singh Khadka, Sales Representative

Himalayan Rugs

Putalisadak, Kathmandu

Nepal

March 9, 2024

Mr. Ryan Brumhill, CEO

Splendid Decor

Times Square, New York

United States

Dear Mr. Brumhill,

I hope you are doing well. I am Sakar Singh Khadka and I am writing to you on behalf of Ms. Seema Dixit, Sales Manager at Himalayan Rugs.

Himalayan Rugs takes pride in producing extra-ordinary rugs of export-quality, highly praised by tourists visiting Nepal. Our carpets are widely used in offices and homes all over Nepal due to our skilled craftsmanship, good quality, and reliability.

Being the best at what we do, we are searching for new like-minded companies to work together with, like Splendid Decor. We believe that your Interior Designs can be enhanced by the rugs we produce.

We are sure that our rugs will go well with what you have to offer by giving your respected customers a reliable, sturdy and visually pleasing product. We believe that our carpets will complement the living rooms or offices decorated by your company with its blend of visually stunning modern and traditional designs.

We would love to talk about how our rugs could improve what you're doing now at Splendid Decor. We would be pleased to talk about the potential collaborative projects and how our projects could enhance your business. Please contact us if you would like more information about our goods or to arrange a meeting. We are here and prepared to help you immediately.

We appreciate your interest in partnering with Himalayan Rugs We look forward to collaborate and present Nepal's best rugs to America.

Warm regards,

Sakar Singh Khadka

Sales Representative

Himalayan Rugs

**Prompt 4**

Mr. Varun Rai

Sales Manager

SilicoTrader

Pokhara-09

Dear Mr. Rai,

I hope you're doing great. I'm writing to discuss issues with some of our orders. Even though we expected a smooth transaction, we have some issues with some order that we made.

We had requested software protection plugs by November for our launch. Nevertheless, the plugs have not yet arrived, two weeks before the launch. This delay has endangered the company’s reputation and has caused unease among our stakeholders as well.

Our team would appreciate if you could treat this matter with utmost urgency and prioritize our order to continue this partnership going forward.

Unfortunately, we will have to look into other alternatives if the plugs are not received within the next five days. I humbly request you to look into this matter with urgency and deliver our plug in the requested time.

Yours sincerely,

AbhiP.

Abhi Pradhan