Q.1 You were to make a presentation to the client on the 4th of this month. However, you have been totally busy with other work that this presentation has completely skipped your mind. Write to the client asking for an extension of the date for you to make the presentation.

Subject : Request to Reschedule presentation

Hello Team,

I had scheduled to make the presentation on the 4 th of this month but due to some other urgent work I will not be able to complete.

I kindly request an extension for a few days so that I can prepare the presentation properly. please inform me suitable date and time for the presentation.

Thank you for understanding

Best regards ,

Shraddha Shekhar Kashid.

Q.2 You need an important deadline that falls on the day you had planned to take off for a personal commitment. Write to your Manager explaining the situation, and proposing an alternative.

Subject : Request for update on Email Issue

Hello Team,

I had raised a ticket regarding an issue I am facing in sending mails to recipients on the client network.

I wanted to follow up on the status of this ticket, as the problem still impacting on my work.

could me please let me know your the progress .

Looking forward to your update.

 thank you for your support

Shraddha Shekhar kashid