

Email Writing Topics

ELITE/EMAIL TOPICS/TRAINEE MANUAL/V 1.0

Draft an email:

- 1. Giving an update of the meeting to your team members**
- 2. To your manager requesting for leave**
- 3. To Corporate Services requesting for a workplace in a new location**
- 4. Requesting for approval of the ticket raised to your customer, sharing some concerns you have been facing in the project.**
- 5. To your manager, requesting clarification on a certain module on which you've been asked to work.**
- 6. Prepare a proposal for a customer**
- 7. To the client on the project performance**
- 8. To the client suggesting an innovative thought to automate a process**
- 9. Write a response email to a client who had expressed his/her appreciation for on-time project delivery**
- 10. Write an email to one of the peers asking him/her to share last week's report.**
- 11. Wish a team member on his/her birthday/work anniversary**
- 12. Write to the Head - Human Resource requesting for a relocation**

- 13. Write to the Head – Technical Infrastructure Management requesting for a temporary laptop.**
- 14. To your customer, sharing some concerns you have been facing in the project and solicit his/her ideas on that.**
- 15. To your customer seeking an apology for a deadline not met.**
- 16. To your team, soliciting their advice on a technical problem you've not been able to solve after repeated trials.**
- 17. Write an appreciation mail to a colleague.**
- 18. Clarification on the pay slip.**

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