1. **Formal Email**

**Subject:** Meeting Confirmation March 20th from 11:00 to 13:00 IST

Dear XYZ,

I hope you are doing well.

I am reaching out to confirm our scheduled meeting on March 20th from 11:00 to 13:00 IST. The meeting will be held via Zoom, and you will receive a separate email with the invite link.

During the meeting, we will be discussing the following points:

**Meeting Agenda:**

1. Project Updates: Review of ongoing work and key milestones.
2. Opportunities & Collaboration: Discuss potential improvements or new services.
3. Process Enhancements: Identify areas for increased efficiency.
4. Next Steps: Define action items and follow-up timelines.

Please confirm if the proposed time works for you or suggest an alternative. Looking forward to our meeting.

Best regards,  
Sakshi Jaiswal  
Virtual Assistant

ABC Co. Ltd.

**2. Informal Email**

Subject: Handling Tasks During Your Vacation

Hi ABC,

Your upcoming vacation sounds exciting. I hope you have a fantastic and relaxing time! Before you head off, I wanted to check in on how you’d like things to be handled in your absence.

Would you like me to:

* Monitor your inbox and respond to urgent emails.
* Keep ongoing projects moving forward, or should we pause certain tasks?
* Schedule any follow-ups or meetings for your return.
* Provide you with updates at regular intervals, or would you prefer a summary when you’re back?

Please let me know what works best for you, and if there’s anything specific you’d like me to prioritize. I hope your trip goes smoothly.

Best Regards,  
Sakshi Jaiswal

Virtual Assistant

XYZ Co. Ltd