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A-26 Model Colony
Malir Karachi
Pakistan
August 2, 2021

My dear father,

Hope you are well, I am also. I am now a days preparing for my final exams. At the same time, I keep thinking of what I shall do after that. I feel confident of coming out with flying colours. I intend to be a Fashion Designer, and start my own business.

I know that this is totally different from my current field but I am very passionate about it.

I am sure you will be glad to know this. I hope we talk this matter over in detail when we meet in vacation.

I will be anxiously waiting for your response and also update me about your health and all.

Convey my regards to Mamma and love to Dear Ali.

Yours loving daughter,
Nashra

(2)

A-26, Model Colony
Malir Karachi.

Pakistan.

August 2, 2021.

Dear Momma,

You will be glad to know that on the 28th of July, there was a debate in our school. The subject of the debate was "Physical punishment should be abolished in schools". Ten students drawn from various schools took part in it. I was also one of them. My speech was adjudged to be the best. It was punctuated with frequent applause and cheers. I was awarded the first prize. I feel honoured and encouraged. I have decided to take part in every debate contest of the school as I think I have a hidden talent of it.

I hope the news will give you the greatest joy. Please convey the happy news to dear Papa, Ali and all my firends. Missing you all!

Yours lovingly

Nashra.

35 Chestnut Street

Dell Village, Wisconsin 54107

855-555-5555

nicble@thomas.com

August 2, 2021

The Head Office

Bank Al-Habib Limited

A-26 Model Colony

Dear Sir,

I am writing to inform you that I received a letter from ~~my~~^{your} bank today, which was supposed to contain my new bank card. Unfortunately, there was no bank card enclosed in the envelope when I opened it.

In the letter, you asked me to acknowledge the receipt of the card, but obviously I cannot do this as I have not received it. I am now very worried because it is a possibility that somebody has already used the card and spent my money.

Is it possible for the bank to cancel this card so nobody else can use it? Could you also send me a new card by secure means?
I hope to hear from you soon.

Regards

Nashra Gheffar

35 Chestnut Street

Dell Village, Wisconsin 54107

855-555-5555

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August 2, 2021

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Bank Al-Habib Limited

A-26 Model Colony

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Is it possible for the bank to cancel this card so nobody else can use it? Could you also send me a new card by secure means? I hope to hear from you soon.

Regards

Nashra Gheffar

5th August, 2021

The Manager,
ABC Company,
North Karachi,
Karachi.

Subject: Careless attitude of a co-worker.

Dear Sir,

I am writing you this letter to bring in your knowledge the indecent behavior of Mr. Ahsem. I have decided to write to you so you have a clear record of my concerns.

Mr. Ahsem, from the Sales Department, has repeatedly ignored my requests for further information about clients he is speaking to, and is unwilling to share information necessary for me to complete my job. This is subsequently giving the appearance that I am not completing tasks, which is not the case and a situation that is causing me some considerable distress.

I would respectfully suggest that Mr. Ahsem be informed of company policy regarding client information and be strongly encouraged to be more open and forthright with colleagues so that we can all achieve our goals. It seems that Mr. Ahsem is not particularly focused on teamwork, and this is causing some resentment around the office.

As I am extremely stressed and in need of your suggestions and to likewise decide this issue, I request you to coordinate a meeting with me at the end of the upcoming week, so we will analyze the expected results to manage this matter. Since you're superior to him, he can't ignore your orders.

I hope you will look into the matter and do justice.

Yours' Faithfully,
Nashra Ghaffar

Formal Letter Writing

(CT-032)

35 Chestnut Street

Deer Village, 54107

555-555-5555

nicole@thomas.com

August 2, 2021

ManPower Recruitment

Karachi 23456

Pakistan.

Dear Sir,

I am Nashra Ghaffar, looking for a part time job in a Web Development Company and would like you to register me in your agency.

I am in the first year of the college and my major is Computer Science and Information Technology and I would like to gain some professional experience. One of my friends, who recently managed a job through your agency, has recommended ~~through~~ ^{me} your agency, I have a certificate in Web development and I am passionate about designing websites both front and back end.

I hope you would have a look at my CV, that I am also sending you in the same envelope, and help me find a suitable job that I am so eagerly looking forward to having.

Yours faithfully,

Nashra Ghaffar.