

Module-2

Professional Email :-

1. Quotation Email – Detailed Version

To: supplies@decorhouse.com

CC: procurement@eventco.com

BCC: finance@eventco.com

Subject: Request for Quotation – Event Setup and Materials

Dear Sir,

I hope you are doing well. We are currently preparing for an upcoming corporate event scheduled on 28th August and would like to request a quotation for the following materials and services:

1. LED Decorative Lighting – Indoor and Outdoor
2. Stage & Backdrop Setup
3. Floral Arrangement (Premium Category)
4. Seating Arrangement (300 guests – Premium Style)

Kindly provide us with your best prices, inclusive of transportation, taxes, and setup charges. We would appreciate receiving your quotation by 18th August to proceed with planning.

Thank you for your prompt attention.

Best regards,

Soha Sumra

Event Manager

EventCo Pvt. Ltd.

2. Email of Inquiry – Detailed Version

To: venues@grandhall.com

CC: planning@eventco.com

BCC: documentation@eventco.com

Subject: Inquiry Regarding Venue Availability and Booking Process

Dear Mr. Raval,

I am reaching out on behalf of EventCo Pvt. Ltd. to inquire about the availability of your venue, Grand Hall, for a client event tentatively scheduled on 10th August.

We would appreciate it if you could provide the following details:

- Availability on the mentioned date
- Hall capacity and layout options
- Pricing for full-day and half-day packages
- In-house services offered (catering, lighting, audio-visual)
- Booking terms and cancellation policy

We look forward to your detailed response at the earliest.

Warm regards,

Soha Sumra

Event Manager

EventCo Pvt. Ltd.

3. Asking for a Raise – Detailed Version

To: hr@eventco.com

CC: director@eventco.com

BCC: personal@eventco.com

Subject: Request for Salary Revision Based on Performance

Dear Ms.Verma,

I hope you are doing well. I am writing to formally request a review of my current salary package in line with my performance and contributions since joining EventCo Pvt. Ltd.

Over the past 3 years, I have successfully managed and executed multiple high-scale events such as Diwali party, navratri ect, enhanced vendor relations, and introduced cost-effective planning strategies that have improved operational efficiency.

I would appreciate the opportunity to discuss this matter with you further. Thank you for considering my request.

Sincerely,

Soha Sumra

Event Manager

4. Requesting Help Email – Detailed Version

To: manager@eventco.com

CC: techsupport@eventco.com

BCC: admin@eventco.com

Subject: Urgent Assistance Needed: Technical Setup Issue

Dear Ms.Verma,

I hope you are well. I am writing to seek your support regarding a technical issue we encountered during the setup for Birthday party at TGT Hotel today. The audio-visual team has reported that the main LED panel is not functioning, and the backup system is incompatible with our layout plan.

Despite efforts by the team, the issue remains unresolved, and we are now at risk of delaying rehearsals. Your immediate assistance or guidance in escalating this to the senior tech team would be highly appreciated.

Thank you for your support.

Sincerely,
Soha Sumra
Event Manager

5. Introduction Email – Detailed Version

To: client@example.com
CC: accounts@eventco.com
BCC: welcome@eventco.com
Subject: Introduction – Soha Sumra, Event Manager at EventCo Pvt. Ltd.

Dear Mr. Bhatt,

I hope you are doing well. My name is **Soha Sumra**, and I have recently joined EventCo Pvt. Ltd. as the Event Manager handling your upcoming event, EduVision, scheduled for 12th August.

With over 6 years of experience in planning and executing diverse events, I am committed to ensuring your event runs smoothly and meets your expectations. Please feel free to share your preferences, questions, or concerns directly with me at any time.

Looking forward to working closely with you.

Best regards,
Soha Sumra
Event Manager
soha.sumra@eventco.com