**Brief Correspondence**

Samrajya Chand

Trinity International College

03/08/2024

**Brief Correspondence**

**Prompt 1**

**From: Harry Lim <**[harry.lim@hr.com.np](mailto:harry.lim@hr.com.np)**>**

**To: Shirley Taylor <**[Shirley@shirleythetrainer.com](file:///C:\Users\DELL.DESKTOP-C17F0G2\Desktop\6TH%20SEM\TW\Shirley@shirleythetrainer.com)**>**

**Date:** **July 25, 2004, 16:06:29**

**Subject: Available Date for Seminar and Book Signing Event**

**Dear Shirley,**

**I hope this email finds you well. I am thrilled to know that you will be returning to Nepal in May to conduct your seminar on effective business writing. It’s always pleasure to have you here.**

**As we prepare for your visit, I wanted to know if you can spare any free time for a book signing event along with your seminar. Several local book stores are keen in hosting such an event and I believe it would be a fantastic opportunity to engage with your fans.**

**Thank you very much for considering this request. I look forward for your response and welcoming you back to Nepal.**

**Warm regards,**

**Harry**

**Harry Lim**

**Prompt 2**

**To: All Himalayan Cart Employees**

**From: Samrajya Chand, HR Department**

**Date:** **March 8, 2024**

**Subject: Removal of free coffee stations**

**We regret to inform you that effective from 4/8/2024, the free coffee stations located on each floor will be removed. As sad it may sound, this decision comes as part of our ongoing efforts to streamline expenses and ensure the long-term sustainability of HimalayanCart.**

**Reasons**

1. **Cost Reduction for cutting the expenses of the company.**

**Benefits**

1. **Financial Stability**
2. **Sustainable Growth**

**Addressing Concerns:**

1. **Morale: While free coffee was valuable, let’s not forget about the sustainability value of the company.**
2. **Accessibility: Consider using cafeteria during breaks, we’ll explore the option of discounted coffee options in the cafeteria**

**Thank you for your understanding and cooperation your one step may help our company be financially stable.**

**Sincerely,**

**Samrajya Chand**

**HR Department**

**HimalayanCart**

**Prompt 3**

Himalayan Rugs

Putalisadak, Kathmandu

+01 3454323

Dear Mr.Brumhill

I hope this letter finds you well. On behalf of Semma Dixit the sales manager of Himalayan Rugs, I am reaching out to you. We are a company that produces export-quality rugs for home and offices which are very popular tourists visiting Nepal.

"Imbued with centuries of tradition and crafted amidst the breathtaking landscapes of the Himalayas, Nepalese rugs are more than just floor coverings; they're a testament to the rich cultural heritage and skilled artistry of Nepal.” Our works speak as we are the go to rugs for the tourists in Nepal.

Given the splendid decoration of splendid décor over Time square, New York for providing premium home décor we think it will be mutually beneficial for collaboration between our companies. We would like to extend a hand and expand our relationship for trade among the companies. So, we would like to inquire if Splendid Decor would be interested in exploring the possibility of purchasing our rugs to enhance your product offerings.

Hope to get a positive response from you. If you like to inquire more about us you are free to call us at any time of our liking or visit us.

Sincerely,

Samrajya Chand

On behalf of Seema Dixit

Sales Manger

Himalayan Rugs

Putalisadak, Kathmandu

+01 3454323

**Prompt 4**

Telephone 977-01-XXXXX

Fax 977-01-XXXXX

Email: [contact@swifttrade.com](file:///C:\Users\DELL.DESKTOP-C17F0G2\Desktop\6TH%20SEM\TW\contact@swifttrade.com)

Website: [www.swifttrade.com](http://www.swifttrade.com)

Mr. Varun Rai

Sales Manager

SilicoTrader

Pokhara-09

Dear Mr. Rai

I hope this message finds you well. As you know we are two weeks away from the launch of our product. As you recall the delivery of protection plugs to your association were dated by the end of November. I regret to inform you that there have been significant delays regarding our order of the software protection plugs .As the launch date approaches their absence is a matter of concern.

We kindly request for this matter to be resolved within the next five days. Failure to do so may result in us seeking alternative solutions.

Sincerely

Abhi

Abhi Pradhan,