

- NAME :- Wissam Khan K. Ghory
- COURSE DETAILS :- Networking & Cybersecurity
- Assignment :- Module-1
- Topic :- Email writing on 5 topics

# 1. THANK YOU EMAIL

Subject: Thank You for the Reference Letter

Respected Sir,

I hope you are well.

I am writing to express my heartfelt thanks for the reference letter you provided for my job. Your support and kind words are greatly appreciated and played a crucial role in the process.

Thank you for taking the time to assist me with this important matter.

Warm regards,

Wissam Khan Ghory

## **2. Letter of apology**

Subject: Apology for Miscommunication

Dear Sir,

I hope you are doing well.

I am writing to apologize for the recent miscommunication regarding my reports. I understand that my previous message may have caused confusion, and I take full responsibility for the misunderstanding.

Please let me know if there are any further questions or if I can provide additional clarification. I appreciate your patience and understanding in this matter.

Kind regards,

Wissam Khan Ghory

### **3. Email asking for a status update**

Subject: Request for Project Status

Dear Sir,

I hope you are doing well.

Could you please provide a current status report for our ongoing project? Understanding the progress and any challenges will help us plan the next steps effectively.

Thank you for your cooperation.

Sincerely,

Wissam Khan Ghory

## **4.Email asking for a raise in salary**

Subject - Request for Salary Increase Discussion

Dear [Manager's Name],

I hope you're doing well.

I am writing to request a meeting to discuss a potential increase in my salary. Since joining, I have been dedicated to contributing to the success of our projects, including many key projects that has provided benefits to our company. In addition, I have taken on new challenges that have allowed me to further develop my skills and support the team.

I believe my contributions warrant a review of my compensation, and I would like to explore the possibility of a salary adjustment. I am open to discussing this further at your earliest convenience.

Thank you for your consideration.

Warm regards,  
Wissam Khan Ghory

## **5.Email your boss about a problem(asking for a help)**

**Subject: Request for Guidance on [Project Name]**

Dear Sir,

I hope this email finds you well. As I begin working on our ongoing project, I would appreciate your guidance on how to best approach the network infrastructure. Your insights and experience would be invaluable in ensuring the success of this project.

Could we schedule some time to discuss this further at your convenience?

Thank you in advance for your support.

Best regards,

Wissam Khan Ghory