

**Business Email Writing Task - Sample Consider yourself working for an Electronics manufacturing company. Write emails for the below scenarios.**

Scenario 1. Promoting new product launch

Subject Line: This year its time to say YES

Dear John,

We are pleased to announce that XOLO will be finally out on the market this September.

With patented technology and highly rated components, we are all set to revolutionize the world. As a leading manufacturer of high-end smartphones for the past 15 years, we are proud to announce our latest smartphone XOLO. Xolo is an advanced smartphone with integrated 5G which will be available with all the carriers. It has a built-in 48 MP camera a 6.5 Inch Oled Display, IP 65 rating, and a Qualcomm processor which is the latest in the market.

We are also proud to announce the Xolo app which will help you to fully customize the UI of the phone according to your needs. This opens up the door to create something different.



- Integrated 5G
- 48 MP Camera
- 6.5-inch Display
- IP 65 rating
- XOLO app
- Qualcomm Processor

To learn more visit our website at [www.evolve.com](http://www.evolve.com) where you can find the product demonstration videos as well.

If you have any questions feel free to contact me anytime.

Regards,

Siddharth Gurung.

## Scenario 2. Testimonial Request/Review Email

Subject Line: We would love to hear your feedback.

Dear John,

We are hoping that you are enjoying the Evolve Pen and are happy with the purchase.

We are excited to know that this pen helped you quit smoking and lead a healthier life. We would love your testimonial so that we can also understand how this has helped you and we can also share the same with our new customers helping them to make an informed decision.

As you are leading a healthier life by quitting smoking sharing this forward would really help others as well to do the same.

We are looking to change the world and help people quit smoking.

We would appreciate it if you could spare a few minutes and leave a short testimonial/review here [www.evolve.com/testimonials](http://www.evolve.com/testimonials)

Your feedback is of great value to us.

Regards,  
Siddharth Gurung

### Scenario 3. Guest Post Outreach Email

Subject: Guest Post Inquiry

Dear John,

Greetings from evolve inc, Hope this email finds you.

We are a leading electronics manufacturer and have recently launched the evolve smartphone XOLO with patented technology and latest features like 5G, Qualcomm processor, 6.5-inch display, and an IP65 Rating.

Your post on the latest technological innovations has caught my attention. Your subtle and simple reviews on the latest launches help both the tech-savvy and the non-tech-savvy person. We believe that your presence can help us connect to all the C- level executives.

We would like to discuss the possibility of featuring you in a guest post by our chief engineer Mr. Dawson one of our most senior and talented engineers. Mr. Dawson has vast experience and knowledge in the Tech Industry like yourself and will be delighted to have you on board.

Sharing with you all the previous articles done by Mr. Dawson.

We believe that this will help us grow our business mutually.

Looking forward to hearing from you.

Regards,  
Siddharth Gurung

## Scenario 4. Product services pitch email

Subject: Evolve yourself this year

Dear John,

Evolve has brought a new smartphone XOLO to the market to cater to all of your needs. A reliable smartphone that helps you to connect and manage the business at the same time. With patented technology, XOLO will be having the latest technology like 5G, Qualcomm Processor, and an IP 65 rating.



This device is a first of its kind and has a unique and sleek design with various colors.

XOLO app a revolution in the industry that helps people to customize their user interface very easily.

As a tech entrepreneur yourself I am sure that this will fit you very well. We are also introducing the latest XOLO app which will help users customize their UI very easily. The XOLO app is a first of its kind and will change the way people use smartphones. I have attached a sample video of the app and how it works this way you can understand better about the device.

I would like to set up a meeting with our product specialist team to further discuss the product.

Hoping to hear back from you soon.

Regards,  
Siddharth Gurung

## Scenario 5. Influencer Outreach Email

Subject Line: Grow with Evolve

Dear John,

Hope you are doing well.

Firstly I would like to congratulate you on the 1 million subscribers hope you have many more to come.

I am contacting you on behalf of evolving technologies. We have a brand new smartphone XOLO launching this September. XOLO is the latest smartphone with industry-standard features like 5G, Qualcomm processor, 6.5-inch display, and IP 65 rating.

We would like to bring you on board as our brand ambassador and can help boost our brand. As a tech reviewer yourself we know this will be the best content and exposure for you.

### **What we offer:**

- Patented technology with a revolutionary device.
- Inbuilt 5g and the latest Qualcomm processor.
- 48 MP camera, IP 65 rating.

### **What's in it for you:**

- Exclusive access to the latest device.
- Opportunity for unique content.
- Exposure to our existing customers.
- Exclusive promotional samples.

Do let me know if this opportunity interests you.

Looking forward to hearing from you.

Regards,

Siddharth Gurung.

## Scenario 6.: Event Invite Email

Subject: Product Launch Alert!

Dear John,

We are delighted to invite you to the biggest product launch of the year of our XOLO Smartphone.

With the latest patented technology and built-in 5G XOLO is set to change the smartphone environment. XOLO is equipped with a 48 MP camera and an IP65 rating.

This event will focus on the launch of XOLO and its features along with that we will also be showcasing the long-awaited XOLO app which will be launched in a couple of months.

Our keynote speaker will be our founder Mr. John Myers who will be sharing the detailed features of the device. Also, he will be speaking on how this device will change the world and how its features have never been seen before.

The event will be held at Leela Gurgaon at 6:00 pm followed by cocktails and dinner.

Please follow the link for your invitation and event agenda.

Don't forget to send in your RSVP before the 31st of March 2021.

Looking forward to seeing you at the event.

Regards,

Siddharth Gurung.