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Name = Saqib Ahmad

ID = 7798

Section = A

Teacher = Sir Imran

Subject = Technical Report Writing

Paper = Mid-Term

Date = 19/08/2020

QNo(01)

"Memo"

Date : 19/08/2020

To : Office

From : Saqib Ahmad

Subject: COVID -19 SOPs during office timing.

Now a day in the season of corona, meet with one another for a little time when the work is urgent in the office time because the corona virus is spreading very quickly.

When you call the staff members going to the office you must have the mask and also have the handgloves. If you meet to the any staff member set or stand away from one another because the corona virus is spreading from one another and the corona virus is very danger. The staff members must have a separate room that they not meet with one another. If they discuss anything, discuss it in online.

So during office timing discuss



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all the things in online and
not meet with one another
because the corona virus is
dangerous and they are spread
very quickly from one another.

Letter

Sayib Ahmad Agency
Sadda Kurram Agency

11/02/2020

The newspaper Editor
Sadda Kurram Agency

Dear Editor

The water pollution is the contamination of water bodies. The water polluted by humans and also by nature when the different leafs are in the water then that is the natural pollution. In the KPK the more water is not suitable for the drinking. In our area because the water also not clean because the people bring the waste product in the water and no one can say to them. The different plastic material also bring into the water. The plastic material block the pipes and to the water come out from the pipes and pollute the streets also. So Dear newspaper editor of the Kurram Agency please mention this problem in the newspaper that

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the government do it some thing for
this problem . So we requesting to
them to provide the clean water
for the drinking.

your Sincerely,

Sajib Ahmad.

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Qno (03)

"Application"

Sagib Ahmad
Sadda Kurram Agency

Date:

Zishan Ahmad
Iqra National University Peshawar Hoya Abad

Subject: "For the post of Lab Engineer."

Dear Sir,

Sir I am the student of Civil Engineering. Now I am doing the MS from UET Peshawar in the field of structure and my GPA is 3.98. So I am the best for the Lab Engineer.

I recently graduated with a Bachelor of Science degree in Civil Engineering from the University of Peshawar. I also did the different programming in computer, so I also can explain the any structure in soft form also.

I would love to talk to you in more detail regarding this amazing

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Opportunity at your Iqra National University
Peshawar Hayat Abad . it would give
me great pleasure to hear back
from you regarding my application.

Yours sincerely,
Saad Ahmad

