

Analysis stage (Group 1)

From: Sarah.Johnson@gmail.com

To: Ahmed.Bensalem@gmail.com (CFO)

Subject: Request for Financial Report – Q3 2025

Dear Mr. Bensalem,

I hope this message finds you well. I am writing to request a copy of your company's financial report for the third quarter of 2025. The document will help us finalize our annual performance analysis and investment recommendations.

Could you please send the report by October 20th? If possible, include any notes on projected revenue for the next quarter.

Thank you in advance for your cooperation.

Best regards,
Sarah Johnson
Financial Analyst
Global Investments Ltd.

Task:

1. What is the main purpose of Sarah Johnson's email to Mr. Bensalem?
2. What specific information or document does she request, and why?
3. Why was this message transmitted through a letter and not an email?

Mr. Yacine Benali
Finance Officer
Aurora Trading DZ
Rue Didouche Mourad, Algiers
Email:
yacine.benali@auroratradingdz.com

Date: October 15, 2025

To:
Mr. Riad Mezhoud
Shareholder – Aurora Trading DZ
Algiers, Algeria

Subject: Update on Company Financial Performance – Q3 2025

Dear Mr. Mezhoud,

I trust this letter finds you well. I am writing to keep you informed about the company's recent financial results and upcoming plans. At Aurora Trading DZ, we value transparency and believe that our shareholders should remain updated on the company's key developments.

During the third quarter of 2025, our overall revenue increased by approximately 8% compared to the previous quarter. This growth was mainly driven by higher export sales and improved cost control in our logistics operations. We also completed the first phase of our digital payment integration, which has already enhanced transaction efficiency with several international partners.

We are currently finalizing the detailed quarterly financial report, which will be shared with all shareholders by the end of this month. Should you wish to review the preliminary figures or discuss any aspect of the report in advance, please do not hesitate to contact me. Thank you for your continued trust and support.

Yours faithfully,
Yacine Benali
Finance Officer. Signature

Task

1. What is the main purpose of Mr. Benali's letter to Mr. Mezhoud?
2. What key financial progress does the company report for the third quarter of 2025?
3. Which expressions in the letter show a formal and respectful tone toward the shareholders?

Useful Expressions Table

Purpose	Useful Expressions
Opening	I hope this message finds you well. / I am writing to inquire about... / I would like to request...
Requesting Information	Could you please provide me with... / I would appreciate it if you could... / Would it be possible to...
Attaching/ Referring	Please find attached... / I am enclosing... / As mentioned in our previous discussion...
Clarifying	To clarify, ... / Please note that... / Just to make sure I understand correctly...
Closing Politely	Thank you for your time and assistance. / I look forward to your response. / Do not hesitate to contact me for further information.
Formal Sign-offs	Best regards, / Yours sincerely, / Yours faithfully, / Kind regards,