

# **MODULE 1**

## **1) Thank You Email:**

From :: [maulikdomadiya.md@gmail.com](mailto:maulikdomadiya.md@gmail.com)

To :: [toptechnology@gmail.com](mailto:toptechnology@gmail.com)

Subject :: Thank you for opportunity.

Compose Email::

Dear Tops Technologies,

Thank you for offering me an opportunity to studies at Tops Technologies-Rajkot. I am very serious about the learn to new things of web designing course.

Once again thank you for the great opportunity.

Sincerely,  
Maulik Domadiya.  
Rajkot

## **2) Resignation Email:**

From :: [maulikdomadiya.md@gmail.com](mailto:maulikdomadiya.md@gmail.com)

To :: [toptechnology@gmail.com](mailto:toptechnology@gmail.com)

Subject :: Resignation.

Compose Email::

Dear Tops Technologies,

I have decided to pursue further studies. I will be joining Tops Technologies-Ahmedabad to do a backend developer on a full-time basis. Due to my coaching schedule, my current job may no longer fit into my calendar.

I assure you that I will try to submit all my ongoing projects on time, before my last working day. I thank my manager and team member to make memorable memory with me.

Sincerely,  
Maulik Domadiya

### 3) **Quotation Email:**

From :: [maulikdomadiya.md@gmail.com](mailto:maulikdomadiya.md@gmail.com)

To :: [toptechnology@gmail.com](mailto:toptechnology@gmail.com)

Subject :: Quotation

Compose Email::

Hi Tops Technologies,

We are currently planning a bulk purchase of laptop for our coaching class. We are interested in purchasing a large quantity of laptop and other accessories and would like to request a quotation from your company.

We would appreciate it if you could provide us with the following information:

1. Unit price for HP Laptop / 20 quantities
2. Any available discounts for bulk purchases
3. Delivery timeframe and estimated shipping costs
4. Payment terms and options

Thank you and best regards,  
Maulik Domadiya

### 4) **Reminder Email:**

From :: [maulikdomadiya.md@gmail.com](mailto:maulikdomadiya.md@gmail.com)

To :: [toptechnology@gmail.com](mailto:toptechnology@gmail.com)

Subject :: Reminder for pending payment Invoice:123

Compose Email::

Dear Tops Technologies,

We hope this email finds you well.

We're writing to remind you of Invoice 123, which is due for payment on 30/12/2024.

You can view and pay the invoice directly through the link below:

[www.miracleinvoice123.com](http://www.miracleinvoice123.com)

Should you have any questions or concerns about the invoice, please feel free to reach out to us. We're here to help!

Thank you for your prompt attention to this matter.

Thank you and best regards,  
Maulik Domadiya

## 5) Letter of Apology:

To,  
Faculty Member,  
Top Technologies,  
Rajkot

Subject: apology to letter

Dear Sir,

Please accept my sincere apology for submitting wrong assignment to you. I cannot defend my actions, but I want to tell you that I am handling four assignment simultaneously. I got confused and mistakenly sent the wrong assignment. I am truly sorry for such a lousy mistake.

I want you to know that I have already apologized to Tops Technology personally and sent the correct assignment.

I understand your disappointment, and I am truly sorry. I can assure you that this mistake will never be repeated in the future.

Yours Sincerely,  
Maulik Domadiya