

“ASSIGNMENT ”

“MODULE - 01”

“Email Writing”

01. Thank You Email :-

To:

Cc:

Bcc:

Subject: Heartfelt Thanks for a Warm Welcome and Guidance

Dear Sir,

I hope this email finds you well.

I wanted to take a moment to express my sincere gratitude for the warm welcome and insightful guidance you provided during the recent fresher orientation. Your words of encouragement and the detailed overview of the department's expectations and opportunities have truly inspired me as I begin this new academic journey.

It is evident that under your leadership, the department fosters a nurturing environment for students to thrive both academically and personally. I feel fortunate to be part of this department and am excited about the learning and growth that lie ahead.

Thank you once again for your time and dedication to helping new students like myself feel at home. I look forward to learning from you and contributing to the department in the years to come.

**Warm regards,
Parmar Aastha**

2. Asking for raise a salary :-

To:

Cc:

Bcc:

Subject: Request for Salary Review

Dear Sir,

I hope this message finds you well.

I would like to formally request a review of my current salary. Over the past 2 years, I have consistently worked to contribute to the growth and success of our team. During this time, I have taken on [mention specific responsibilities or accomplishments], demonstrated [highlight any performance achievements or goals met], and strived to exceed expectations in my role.

Given these contributions and the increasing responsibilities I have taken on, I believe it is appropriate to discuss an adjustment to my compensation to reflect the value I bring to the company. I would appreciate the opportunity to meet with you to discuss this further and explore how we can align my compensation with my performance and the industry standards.

Thank you for considering my request. I look forward to your feedback and the opportunity to continue contributing to our team's success.

**Best regards,
Parmar Aastha**

3. Email asking for a status update :-

To:

Cc:

Bcc:

Subject: Request for Status Update on Digital Marketing

Dear Sir,

I hope you're doing well.

I wanted to kindly follow up and inquire about the current status of Digital Marketing. As for the project deadline, I would appreciate it if you could provide an update on where things stand and whether there is anything I can do to assist in moving things forward.

I look forward to your response and appreciate your attention to this matter.

**Best regards,
Parmar Aastha**

4. Quotation Email :-

To:

Cc:

Bcc:

Subject: Request for Quotation for Morden Ethnic

Dear Sir,

I hope this email finds you well.

I am writing to request a quotation for clothing store. We are currently making a traditional wear for special occasion and I would appreciate it if you could provide a detailed quote for the following:

- [Contemporary Ethnic Fashion]**
- [Modern Kurta Styles]**
- [Stylish Sherwani Designs]**

Please include all relevant details such as pricing, delivery timelines, and any terms and conditions. If there are options for bulk discounts or package deals, I would be interested in reviewing those as well.

I would appreciate receiving the quotation by [specify a date, if applicable]. Should you require any additional information from my side to prepare the quote, please don't hesitate to reach out.

Thank you for your time and assistance. I look forward to your response.

**Best regards,
Parmar Aastha**

5. Introduction Email to Client:-

To:

Cc:

Bcc:

Subject: Introduction email to client

Dear Sir,

I hope this email finds you well. My name is Aastha, and I'm the Manager at SBI Bank. I'm reaching out to formally introduce myself as your point of contact moving forward.

At SBI Bank, we are committed to delivering [mention service/product] with the highest standards. I look forward to working closely with you to ensure your goals and needs are fully met.

Please feel free to contact me anytime at 93741268 or via email. I am happy to answer any questions you may have or assist in any way possible.**

Looking forward to a successful partnership!

**Best regards,
Parmar Aastha**