

Email Writing.

1.Thanks E-mail.

To: Bhavesh Sir,

Subject: Thanking for Teaching us.

Dear Sir,

Hello sir, I wanted to express my heartfelt regards to you, for your soft skills studies. From the past 1 month I had an opportunity to learn under your guidance, your teaching skills is very suitable for all of us, you also guide us and giving right way to for our ongoing and future study journey. These things not only help in interview but also in real life scenario. You also give moral values, how to communicate, express ourself, dressing styles and many more.

Sir we are very much sure that we keep growing under your guidance.

"Best regards",

Akshat

2. Letter of Apology.

From -Akshat

To -Vandit

Subject: Not attending your Birthday Party.

Dear Friend,

I am so sorry to you, that I was not able to attend your birthday party, I know that hurts when your best-friend was not come at your birthday. I also feel regretted by not coming on your birthday party, but my closest relative Rakesh bhai, became so ill on that day that we have to hospitalize them, as they live alone so I must have to go there.

Hope you understand my situation, and I apologize you for not attending in your birthday party.

Your sincerely,

Akshat.

3.Update for grades – Email.

To: LJ University,

Subject: Update of grades.

Dear Sir,

Sir I want to inform you that, last Friday dated 13/09/2024, there have been test of data structure subject has been happen. I think there might be a mistake with my grade, which I also talk with my teacher. I wanted to remind you that have you update for changing my grades yet?

Thank you for your help with this.

Your sincerely,

Akshat

Sem-7(MCA).

Roll no: 07

4.Reminder Email

From: JM institute

To: Jhonson

Subject: Reminder for Deadline

Date: 16/09/2024,

Dear Student,

I'm wanting to tell you that many of students are still not completed your first module of your course,

It is gentle reminder that, your due date for submitting assignment for module -1 has now been extended to 28/09/2024, any kind of failure to upload marked as incomplete. Ignore who has already completed.

Kindly complete your assignment till extended due date.

Thank you

5. Email for raise a salary

To: Nagesh Sir,

Subject: request for salary hike.

Dear Sir,

I hope you are fine. I am writing this letter for my salary increment.as I am working in this company from last more than 6 years, as a member of this company works with dedication, and always achieving the company's goal and tasks, and always trying to do best for this company, I think there is a time where I feel that my performance and attitude towards the company deserves for salary hike.

I hope that you consider my request for a salary increment as per your thinking and today's market standards and based on my skills, Thank you.

Your sincerely,

Akshat.

