

### **3. Reminder Email**

**Subject:** Gentle Reminder Regarding Project task

Dear Divya,

I hope this message finds you well. I am writing to kindly remind you about the development of product cart and payment module before our product review meeting scheduled for 1st of October at 11 AM.

As we approach the due date, I would like to ensure that everything is on track and to check if you need any further assistance or clarification regarding tasks.

Please feel free to reach out if there are any concerns or if you require more time to complete any task, and I will be happy to assist.

Thank you for your attention to this matter. I look forward to your confirmation and the completion of task.

Best regards,  
Anjali Makwana  
+91 6354762638

### **4. Quotation email**

**Subject:** Request for Quotation for Paint Services

Dear Neha,

I hope this email finds you well. I am writing to request a quotation for paint services for our newly constructed house. We are also looking for waterproofing service for terrace along with professional painting services. We would appreciate it if you could provide a detailed quotation.

Please include the following details in your quotation:

- Itemized pricing for labor and materials
- Type and brand of paint recommended
- Estimated time for completion
- Any additional charges for cleaning services.
- Payment terms and conditions and mode of payment.

If you could provide the quotation by within week, that would be greatly appreciated, as it will allow us to review and make a timely decision.

Thank you in advance for your assistance, and I look forward to your response.

Best regards,  
Anjali Makwana

+91 6354762638

## **5. Email of inquiry for requesting information**

**Subject:** Request for Information Regarding PF account

Dear HR,

I hope this email finds you well. I am writing to kindly request information regarding my provident fund account number. I would greatly appreciate it if you could provide me with the details on how to login with the account number to check my balance and change password.

I joined before 1.5 months this company. However, I have not received my pf account number yet. So I would like to request you to address my concern as soon as possible.

If possible, could you kindly provide the requested information by end of current month, if applicable. Should you need any further clarification from my side, please do not hesitate to ask.

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

Regards,

Anjali Makwana  
Java Developer  
+91 6354762638

## **8. Email your Boss about a problem(asking for a help)**

**Subject:** Request for Assistance Regarding Payment integration task

Dear ,

I hope you are doing well. I am reaching out to seek your guidance and assistance regarding an issue I have encountered with razor pay for payment module in application development.

Please provide business category and subcategory details for our ecommerce project. These details are required for payment account profile completion and KYC verification.

Given the complexity of the situation, I would appreciate your advice on how to proceed with shipping details such as shipping time(in number of days), free delivery services, and other requirements as per figma design or if there are any documents or support available to help address the issue. I am committed to resolving this matter as quickly and efficiently as possible, and your input would be invaluable.

Please let me know if we can schedule some time to discuss this further or if you have any immediate recommendations.

Thank you for your support and understanding. I look forward to your guidance on how best to resolve this.

Best regards,

Anjali Makwana  
Java Developer  
+91 6354762638

## **9. Resignation email**

**Subject:** Resignation Letter – Anjali Makwana

Dear Manish,

I hope this email finds you well. I am writing to formally submit my resignation from my position as Java Developer at Maple Tech, effective from November 23, typically two months from this email as per the company policy.

This was a difficult decision, but after careful consideration, I believe it is the right step for my personal and professional growth. I am truly grateful for the opportunities, support, and guidance I have received during my time here. It has been a pleasure working with such a talented and dedicated team, and I have learned a great deal.

I am committed to ensuring a smooth transition during my remaining time and will do everything I can to assist in handing over my responsibilities.

Once again, thank you for the opportunity to be part of great team. I look forward to staying in touch, and I wish you and the company continued success in the future.

Best Regards,

Anjali Makwana  
Java Developer  
+91 6354762638