

1. Reminder Mail

From – bhavinimadhav@gmail.com

To – manager_desk@gmail.com

Subject - Gentle Reminder for incomplete customer information data task

Dear sir/ma'm,

Greetings !!!

This is gentle reminder to you for the incomplete task of collect customer information data, which to be complete before due date of 25/11/2025.

Please let me know for any queries.

Thank you for the cooperation.

Thanks & Regards,
Bhavini Munjapara.

2. Introduction Email to Client

From – bhavinimadhav@gmail.com

To – binaypatel@gmail.com

Subject - Introduction mail for our brand new energy saving product

Dear sir/ma'm,

Greetings from "Atandra Krykard Ltd!!!"

We are pleased to introduce our brand new energy saving product for the future industrial scope.

Key USP of product;

1. competitive cost
2. customize as per company needs
3. we are the 1st to introduce this new technology to the market
4. less investment required (better ROI)

The detailed technical brochure is attached for your ready reference. We will be pleased to serve your company with this brand new technology and help to get better results in terms of production, cost saving and less maintenance.

Waiting for your valued inquiry.

If you have any queries, feel free to contact us.

Thanks & Regards,

Bhavini Munjapara.

3. Quotation Mail

From – bhavinimadhav@gmail.com

To – dharmesh.11@annexy.com

Subject – Quotation for your requested network security services

Dear sir/ma'm,

Greetings from "Infratrix Ltd!!!"

Thank you for your valuable inquiry for our network security services.

Please find attached the technical details and the best discounted quotation for your kind reference. We have considered our long term relationship with your company and give you the special discounted price. Please consider the same.

If you have any query, feel free to contact us.

Thanks & Regards,

Bhavini Munjpara

4. Asking for a Raise in Salary

From – bhavinimadhav@gmail.com

To – hr_desk@gmail.com

Subject – Request for a raise in salary

Dear Hr,

As per our Today's Discussions, Management has decided to assign a new task to head another department. Hence, I request you to please raise my salary by 15% of the current pay scale. Find below my employee details for your reference.

Name – Bhavini Madhav Munjpra

Employee ID – 39634

DOJ – 14/11/2024

Thanks & Regards,

Bhavini Munjpara

5. Thank you Email

From – bhavinimadhav@gmail.com

To – manager_desk@gmail.com

Subject – Thank you for Your Support on the website development project, timely and Valuable Contribution

Dear Santosh,

I want to take a moment to appreciate your support and contribution to the website development project. Your approach and attention to detail made a significant difference, especially given the tight deadline.

This project carried a high level of urgency, and your willingness to step in, share insights, and complete critical tasks on time ensured that we stayed on track. Your collaboration helped the team maintain quality while meeting the required timelines.

Thank you once again for your hard work and commitment. I look forward to continuing this teamwork in our upcoming projects.

Thanks & Regards,

Bhavini Munjpara.