1. **Thank you Email.**

**To:** shani.patel369@gmail.com

**SUBJECT:** THANK YOU FOR YOUR HELP.

Dear Shani,

I hope you are doing well.

Thank you so much for helping me convert the string data type into date data type. Your support really helped me move forward with my data analysis.

I appreciate your time and guidance.

Best regards,  
 Bhavik Patel  
 +91-8141330369

1. **Letter of Apology**

**To:** gaurang.makwana12@gmail.com

**SUBJECT**: APOLOGY FOR MY BEHAVIOR

Respected sir,

I hope you are doing well.

I want to sincerely apologize for what I said during our last Data Analytics meeting. I realize that I said something wrong, and I truly regret it.

It was not my intention to hurt or disrespect you in any way. I take full responsibility and I am very sorry.

I will be more careful with my words in the future and make sure to speak respectfully.

Thank you for your understanding.

Sincerely  
Bhavik Patel  
Sr. Data Analytics  
+91-8141330369

1. **Reminder Email.**

To: parthpatel612@gmail.com, kriya.patil@gmail.com

SUBJECT: REMINDER-UPCOMING MEETING

Dear Team,

I hope you are doing well.

This is a gentle reminder about the upcoming meeting new update the version of software. scheduled on 27th June 2025. I will make sure to attend on time and be fully prepared.

Please let me know if there are any updates or materials to review before the meeting.

Thanks & Regards  
Bhavik Patel  
Sr. Data Analytics  
+91-8141330369

1. **Resignation Email.**

To: [shani.patel346@gmail.com](mailto:shani.patel346@gmail.com) (Manager), [ashish.patel234@gmail.com](mailto:ashish.patel234@gmail.com) (H.R.)

cc: rameshpatel99@gmail.com (Team leader)

SUBJECT: NOTICE RESIGNATION FROM BHAVIK PATEL EMP\_ID:1795

Respected sir,

I hope this message finds you well.

 I’m writing to resign from my position Sr. technical executive at Prayosha foods pvt ltd company because of family issues. I kindly request to be released end of this month.

I’m thankful for the chance to work here and learn new things. It was nice working with you and the team.

Wishing you and the company continued success.

Warm Regards,  
Bhavik Patel  
Sr. Technical Executive  
+91-8141330369

1. **Email Asking for a Status Update**

To: [shanipatel634@gmail.com](mailto:shanipatel634@gmail.com)

SBJECT: REQUEST FOR STATUS UPDATE ON DATA CLEANING WORK.

Dear Shani,

I hope this message finds you well.

I am writing to kindly inquire about the current status of health insurance data cleaning work project. can you tell me about the task has been completed or is still in progress.

Your update will help us going on to next step of the project.

Looking forward to your response.

Best regards,  
Bhavik Patel  
Sr.Data Analytics  
+91-8141330369

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