

1. **Subject:** Thank You for the Soft Skills Session

Respected Ketu Mam,

From: charmishah12@gmail.com

To: ketuchodhary02@gmail.com

I would like to express my sincere thanks for the insightful soft skills session. Your presentation was clear, engaging, and provided practical knowledge that I found very useful.

I truly appreciate the time and effort you put into delivering such a valuable session.

Regards,
Charmi

2. **Subject:** Sincere Apology

Respected Bhavin Sir,

From: hellysadhu03@gmail.com

To: bhavintopstech@gmail.com

I hope this message finds you well.

I am writing to sincerely apologize for not attending lectures of graphic designing . truly regret any inconvenience or disappointment this may have caused.

Please know that it was never my intention, and I take full responsibility for the situation. I am taking steps to ensure it does not happen again.

Thank you for your understanding and patience.

Regards,
Helly Sadhu

3. **Subject:** Request for Information

Respected Hetal Mam,

From: aditiprasad@gmail.com

To: hetaltopstech@gmail.com

I hope this message finds you well.

I am writing to kindly request information regarding Graphic Designing course ,i would appreciate it if you could provide the relevant details, includingb schedule, fees, registration process, deadlines, etc.

Your assistance will be greatly appreciated, and I look forward to your response.

Thank you for your time and support.

Regards,
Aditi Prasad

4. Reminder Email :- (Reminder email as HR to employee)

From: hrteamtops@gmail.com

To: shilpasadhu03@gmail.com

Subject: Friendly Reminder

Hi Mrs. Shilpa,

I hope you're doing well! I just wanted to send you a quick reminder regarding your submission of timesheet in particular time period . As of today, it's still pending, and we'd appreciate it if you could take care of it by due date [10/04/'25].

If you've already completed this and it hasn't reflected on our end yet, feel free to disregard this email. Otherwise, please let me know if you need any help or if there's anything blocking you from completing it—I'm happy to assist.Thanks so much for your attention to this. Really appreciate your cooperation!

Best regards,
Helly Sadhu
(HR Department) (Monk's Clothing)

5. Introduction Email to Client:- (As a digital marketing Specialist)

From: hellysadhudm@gmail.com

To: hirentopstac@gmail.com

Subject: Your Digital Marketing Partner

Dear hiren ,

I hope this message finds you well.

My name is helly sadhu, and I'm a Digital Marketing Specialist at Monk's Digital. I'm excited to connect with you and support your business in growing its online presence and reaching the right audience through tailored digital marketing strategies.

With a strong background in SEO, social media marketing, Google Ads, email campaigns, and content strategy, I aim to drive measurable results aligned with your business goals.

I'd love to learn more about your current marketing efforts and discuss how we can collaborate to maximize your brand's impact in the digital space.

Please let me know a convenient time for a quick call or meeting.

Looking forward to working together!

Best regards,

Helly sadhu

Digital Marketing Specialist

Monk's Digital

+91 12345 67890, hellysadhu03@gmail.com