Task: Write professional emails based on any 5 of the following scenarios. Ensure clarity, conciseness, and a formal tone.

1. Thank you Email

2. Letter of Apology

3. Reminder Email

4. Quotation Email

5. Email of Inquiry for Requesting Information

6. Email Asking for a Status Update

7. Asking for a Raise in Salary

8. Email to Your Boss About a Problem (Requesting Help)

9. Resignation Email

10. Introduction Email to Client

Submission:

• Upload the five email drafts in PDF or DOC format.

List of emails that I have written from the Given set of 10 emails scenarios.

1. Thank You Email

2. Letter of Apology

3. Reminder Email

4. Email of Inquiry for Requesting Information

5. Email Asking for a Status Update

1. Thank You Email

To: hr@techvista.com
From: devsomaiya38@gmail.com
Subject: Thank You for the Interview Opportunity

Dear Ms. Kapoor,

I hope this email finds you well.

I would like to sincerely thank you for giving me the opportunity to interview for the position of Software Engineer at Tech Vista Solutions on 12th August 2025. I truly appreciate the time you and your team took to explain the role and the company's vision in detail.

I am very excited about the possibility of contributing to Tech Vista and am confident that my skills align well with your requirements.

Thank you once again for your time and consideration. I look forward to hearing from you.

Best regards,
Dev Somaiya
Email: devsomaiya38@gmail.com
Contact: 6353917546

2. Letter of Apology

To: operations@supremelogistics.com
From: devsomaiya38@gmail.com
Subject: Apology for Delay in Submitting the Monthly Report

Dear Mr. Sharma,

I sincerely apologize for the delay in submitting the July Monthly Performance Report for the logistics department. The delay was due to an unexpected server outage which impacted data retrieval from our tracking system.

I understand the importance of timely reporting and take full responsibility for the inconvenience caused. I have now completed and attached the report for your review. Moving forward, I will implement an additional backup plan to ensure such delays are avoided.

Thank you for your understanding.

Sincerely,
Dev Somaiya
Email: devsomaiya38@gmail.com
Contact: 6353917546

3. Reminder Email

To: finance@alphacorp.com
From: devsomaiya38@gmail.com
Subject: Reminder: Pending Invoice Payment – INV#4521

Dear Mr. Verma,

This is a gentle reminder regarding the payment for Invoice #4521 dated 10th July 2025 for software development services rendered to Alpha Corp. As per our agreement, the payment was due on 10th August 2025.

Kindly let us know if the payment has been processed or if there are any issues requiring clarification. I have reattached the invoice for your convenience.

Your prompt attention to this matter will be highly appreciated.

Best regards,
Dev Somaiya
Email: devsomaiya38@gmail.com
Contact: 6353917546

4. Email of Inquiry for Requesting Information

To: sales@infowaretech.com
From: devsomaiya38@gmail.com
Subject: Inquiry Regarding Cloud-Based Data Management Solutions

Dear Ms. Iyer,

I am writing to inquire about your cloud-based data management solutions for mid-sized enterprises. We are currently evaluating options to upgrade our data infrastructure and would like detailed information on:

- Pricing plans and subscription models

- Security and compliance features

- Scalability and customization options

- Support and maintenance policies

If possible, please share a brochure or product catalog along with a case study of your existing clients. We aim to finalize our vendor shortlist by the end of this month.

Looking forward to your response.

Sincerely,
Dev Somaiya
Email: devsomaiya38@gmail.com
Contact: 6353917546

5. Email Asking for a Status Update

To: rajiv.mehta@zenithsoft.com
From: devsomaiya38@gmail.com
Subject: Status Update on the Mobile App Development Project

Dear Mr. Mehta,

I hope you are doing well.

I am writing to request an update on the Mobile App Development Project that was initiated on 1st July 2025. As per our original plan, the beta version was expected to be delivered by 15th August 2025.

Kindly let me know the current progress, any challenges you are facing, and the revised timeline if applicable. Having this update will help us plan the subsequent testing and deployment phases more effectively.

Looking forward to your response.

Best regards,
Dev Somaiya
Email: devsomaiya38@gmail.com
Contact: 6353917546