

1. Thank You Email

Subject: Thank you for your time and consideration

Dear Mr.Walmart,

Thank you for your time and consideration during our interview on 15 Feb 2025. I enjoyed our conversation and learned a great deal about Flipkart and the Assistant Manager role.

I am very interested in the opportunity to join the team and contribute to the company's success. I believe my skills and experience would be a valuable asset to the Development team.

I am eager to hear your decision and will follow up with you next week.

Thank you again for your time.

Sincerely,

Gaurav Goswami

2. Apology for Data Entry Error

Subject: Apology for Data Entry Error

Dear Mr.Vishal Sharma,

I am writing to apologize for the Data Entry that occurred on 11 Feb 2025. I understand that this has caused inconvenience and I sincerely apologize for any disruption this may have caused.

I have investigated the matter and have taken steps to ensure that this error does not happen again in the future.

I would like to apologize again for any inconvenience this may have caused.

Sincerely,

Gaurav Goswami

3.Reminder Email

Subject: Reminder: Submit Expense Report by 25 Feb 2025

Dear Ankita Singh,

This is a friendly reminder that the Submit expense report is due on 25 Feb 2025.

If you have any questions or concerns, please do not hesitate to contact me.

Thank you,

Gaurav Goswami

4.Quotation Email

Subject: Request for Quotation – Solar Panels

Dear Mr.Rahul Patel,

I hope you are doing well. I am reaching out to request a quotation for solar panels for our home. Please provide detailed pricing and specifications for the following:

Solar Panel Type : Thin-Film

Capacity (Wattage): 300W – 400W panels are most common.

Quantity Required: 4-6 kW-10-15 panels

Warranty & Maintenance

☒ Installation Services

Delivery Time & Shipping Costs

Payment Terms & Any Available Discounts

Please send the quotation by next month. Let me know if you need any further information. Looking forward to your response.

Best regards,

Gaurav Goswami

5.Email of Inquiry for Requesting Information

Subject: Inquiry about Job Vacancy

Dear Preeti Singh,

I am writing to inquire about Job Vacancy. I am interested in learning more about Position in your company.

I would be grateful if you could provide me with some information about Job Vacancy.

Thank you for your time and consideration.

Sincerely,

Gaurav Goswami

