

1. Thank You Email

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

From: [girish@gmail.com](mailto:girish@gmail.com)

Subject: Thank You for Extending the Assignment Deadline

Dear Sir,

I hope this email finds you well. I wanted to take a moment to sincerely thank you for extending the deadline for our assignment. This additional time is greatly appreciated and will allow me to put forth my best effort into completing the work.

Thank you once again for your understanding and support.

Best regards,

Girish

Bhunatar

2. Apology Email

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

From: [girish@gmail.com](mailto:girish@gmail.com)

Subject: Apology for Missing the Lecture

Dear Sir,

I hope you are doing well. I wanted to sincerely apologize for not being able to attend your lecture today. Unfortunately, I was feeling unwell and had to rest, which made it difficult for me to attend the session.

I understand the importance of the lecture and will make sure to catch up on the material covered. Thank you for your understanding.

Best regards,

Girish

Bhunatar

3. Quotation Email

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

From: [girish@gmail.com](mailto:girish@gmail.com)

Subject: Request for Quotation: Web Development Services

Dear Manager,

I hope this email finds you well. I am reaching out to inquire about web development services for a project we are planning. We are looking to develop a website with the following requirements:

- A responsive, user-friendly design with a modern interface
- Integration of e-commerce functionality with secure payment gateways
- A content management system (CMS) for easy updates

- Support for multiple languages
- Search engine optimization (SEO) and analytics integration

Could you please provide a quotation for the development, along with an estimated timeline for completion? I would appreciate it if you could also include any additional details or services, you offer related to web development, such as maintenance or hosting.

Thank you, and I look forward to your response.

Best regards,  
Girish  
Bhunatar

4. Asking for a raise in salary

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

From: [girish@gmail.com](mailto:girish@gmail.com)

Subject: Request for Salary Raise

Dear Manager,

I hope you are doing well. I am writing to formally request a review of my current salary as a Java Developer. Over the past two years, I have consistently contributed to the success of the team by delivering high-quality code, optimizing performance in key applications, and supporting successful project launches.

Given my growing responsibilities, the quality of work I have delivered, and my commitment to the company's goals, I believe a salary adjustment would better reflect my contributions and market value. I kindly request your consideration of this matter.

I would be happy to discuss this further at a convenient time. Thank you for your time and understanding.

Best regards,  
Girish  
Bhunatar  
Java Developer

5. Introduction email to client

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

From: [girish@gmail.com](mailto:girish@gmail.com)

Subject: Introduction: Java Developer for Website Development

Dear Client,

I hope this email finds you well. My name is Darsh Joshi, and I will be your Java Developer for the Website Development project. I'm excited to collaborate with you and your team to deliver a high-quality solution that meets your needs.

With over 2 years of experience in Java development, I have worked on various projects, ranging from e-commerce platforms, backend systems, and enterprise-level applications. I

am confident that my skills in Java, Spring Boot, and other related technologies will ensure the success of your project.

Please feel free to reach out to me at any time if you have questions or specific requirements. I look forward to working closely with you and delivering a great outcome.

Best regards,  
Girish  
Bhunatar  
Java Developer