* 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

**1. Thank You Email**

**Subject:** Thank You for Your Support

Dear Shreya,

I hope this message finds you well. I wanted to take a moment to express my sincere gratitude for your support during my study and my course. Your guidance and contributions were invaluable, and I truly appreciate the time and effort you dedicated to ensuring its success.

It was a pleasure working with you, and I look forward to future collaborations. Please don’t hesitate to reach out if there’s anything I can assist you with in return.

Once again, thank you for your unwavering support.

Best regards,  
[Harshal Vyas]

**2. Letter of Apology**

**Subject:** Sincere Apologies for the Inconvenience

Dear [Recipient's Name],

I am writing to sincerely apologize for the inconvenience caused by the error in the report. We understand the impact this may have had on your plans, and we deeply regret any frustration this may have caused.

Please rest assured that we have taken immediate steps to address the issue and prevent it from recurring in the future. As a token of our apology, we generate new report and as soon as we complete your work

Thank you for your understanding and patience.

Once again, I apologize for the inconvenience and appreciate your continued trust in us.

Sincerely,  
Harshal Vyas  
General Executive

**3. Reminder Email**

**Subject:** Friendly Reminder: [ Project Deadline]

Dear [Marmik],

I hope you’re doing well. This is a friendly reminder regarding the upcoming deadline for your excel project. As discussed, the deadline for this is [17/02/2025], and I wanted to ensure you have all the necessary information to complete it on time.

If you require any additional support or have any questions, please feel free to reach out. I’d be happy to assist.

Thank you for your attention to this matter, and I look forward to receiving your updates by the deadline.

Best regards,  
Harshal Vyas

DA sir

**4. Quotation Email**

**Subject:** Quotation for Bank’s Loker

Dear General Manager,

Thank you for your interest in Bank’s Loker . As requested, I have attached a detailed quotation for your review. The document includes a breakdown of costs, terms, and conditions, as well as any applicable discounts.

Should you have any questions or require further clarification, please don’t hesitate to contact me. I’d be happy to discuss the details and assist you in making an informed decision.

We look forward to the opportunity to work with you and are confident that our [product/service] will meet your needs.

Thank you for considering Vyas Traders.

Best regards,  
Harshal Vyas  
Proprietor

**5. Email of Inquiry for Requesting Information**

**Subject:** Request for Information on Data Analysis Course

Dear sir,

I hope this email finds you well. I am writing to inquire about Data Analysis Course and your services, pricing, availability. Could you please provide me with more details regarding This course?

Additionally, if you have any brochures, catalogs, or documentation that could help me better understand D.A. Course. I would greatly appreciate it.

Thank you in advance for your time and assistance. I look forward to your response.

Best regards,  
Harshal Vyas