**Thank you email**

Subject line: Thank you for the referral.

Dear Janine,

Thank you for referring ABC to the secure company for the renovation. We are so excited to have the opportunity to bring forth our services to restore the original glory of the Victorian house for your friend.

We’d like to give you a 15% off on your next project to show our gratitude. We’d be happy to renovate your backyard patio whenever you are ready.

Warm wishes to your family.

Sincerely,

Harshil Panchal

**Letter of Apology**

Dear jenny ,

Subject title :- Incorrect information provide apology  
I am writing to offer our deepest apologies for the incorrect information provided in our recent communication. We take full responsibility for the mistake and understand the frustration and inconvenience it may have caused you.  
  
We have conducted a thorough internal review to identify the root cause of the error. We have also implemented additional quality control measures to prevent similar occurrences.  
  
To make things right, we would like to offer you 15% discount on any products . This should serve as a token of our appreciation for your understanding and patience.

If you have any further questions or concerns, please do not hesitate to reach out to our dedicated customer support team at +91 91xxxxxx07. We are here to assist you in every matter.

Warm regards,  
Harshil Panchal

**Reminder Email**

**Subject:** Reminder: Submission Deadline on December 20

Dear Ms. Guptaji ,

I hope this message finds you well. I am writing to kindly remind you about the upcoming submission deadline for the quarterly financial report, which is due on December 20, 2025.

If you need any assistance or require additional information to complete the task, please don’t hesitate to reach out. I would be happy to help in any way possible.

Thank you for your attention to this matter. I look forward to receiving the report on time.

Warm regards,

Harshil Panchal

**Quotation Email**

**Subject:** Request for Quotation Digital Marketing Product’s

Dear Joshi Paul ,  
  
I hope this email finds you well. We are interested in exploring new products/services for our business. Specifically, we are keen to learn more about Digital Marketing Product’s and its associated costs. Therefore, we kindly request that you provide us with a detailed quotation, including pricing, delivery terms, and any additional relevant information.  
  
Your prompt response would be highly appreciated as it will assist us in our evaluation process. If you require any further details or specifications, please do not hesitate to reach out.t.  
  
  
Thank you for your time and consideration.  
  
Best Regards,  
Harshil Panchal   
Secure Company

**Email of Inquiry for Requesting Information**

Dear Jenelie ,

Subject title :- Inquiry Request About CNC Machine Tools

I hope this email finds you well. I am writing to inquire about the prices for CNC Machine Tools that your company offers.

Could you please provide me with the following information:

1. Price per unit/quantity

2. Minimum order quantity (if applicable)

3. Delivery time

4. Available payment methods

5. Any discounts or promotions currently available

It would be greatly appreciated if you could send me the details as soon as possible, as I am comparing prices from different suppliers.

Thank you for your attention.

Best regards,  
Harshil Panchal