

## **Email of Inquiry For Requesting Information**

**Subject : Require quotation for my ecommerce mobile app**

Hello

I am looking for a reliable agency who can help me to develop a mobile app for my Ecommerce business,

I want to launch this app in 6 months, I request you to share a brief quotation which covers the following-

1. Technology Stack
2. Third party integrations
3. Timeframe of this project
4. Commercials

Awaiting a prompt response.

Thanks & Regards

Himangini Shukla

Founder,

Jovian Digital Solutions

## **Asking for a raise in Salary**

**Subject : Request for a discussion on my salary revision**

Dear HR Manager

The objective of this email is to bring your attention to something quite important. I joined the company 6 months back as a junior front end developer. Presently I am leading a team of 2 junior developers within a short span of 6 months.

Considering the added responsibility and accountability, it is imperative that I get an audience with you and we can discuss my salary revision.

Looking forward to your positive response.

Thanks & Regards

Himangini Shukla

## **Email To Your Boss About a Problem**

**Subject : Intervention needed about mismanaged expectations by Project Manager**

Respected Sir,

I am writing this email to bring your attention to an urgent issue. There have been multiple accounts of unrealistic and impractical deadlines assigned to me by the project manager. I have tried communicating about the issue with the concerned person but my reasoning and justifications are to no avail.

I request you to guide me through these consistent issues.

Thank you  
Himangini Shukla

## **Thank you email**

**Subject : Welcome to digiqc academy's online learning platform**

Hey Himangini

We are excited to have you on your learning journey. Here's how you can get started:

Explore courses...link

Join our community....link

Thank you for joining us, we hope you have a happy time learning!

If you have any doubts, don't hesitate to reach out to us.

Cheers,  
Team digiQC Academy

## **Apology email**

**Subject : Apology for the delay in providing requested information**

Dear

I sincerely apologize for the delay in providing the information you requested. I understand that waiting for this information has likely caused some inconvenience, and I deeply regret the time it has taken to get back to you.

I was unfortunately caught up in some unforeseen circumstances but the information you requested is now ready with me.

Thank you for your patience and understanding.

Warm Regards

Himangini