

Professional Email Assignment

Submitted by: Hiren Ravaloya

1. Email of Inquiry for Requesting Information

Scenario: Reaching out to a vendor to ask about their services.

Subject: Inquiry Regarding Cloud Storage Solutions – ApexLogic Solutions

Dear Sales Team,

I hope this email finds you well.

My name is Hiren and I am the Backend Python Developer at ApexLogic Solutions. We are currently in the process of upgrading our internal data management systems and are interested in learning more about the enterprise cloud storage solutions your company offers.

Could you please provide us with a brochure or a detailed overview of your current pricing packages for mid-sized businesses? Additionally, we would appreciate information regarding your security compliance certifications and data migration support.

If possible, we would like to schedule a brief call next week to discuss our specific requirements.

Thank you for your time and assistance.

Sincerely,

Hiren Ravaloya

9106437888

2. Email Asking for a Status Update

Scenario: Checking in on a project deliverable that is approaching its deadline.

Subject: Status Update: API Integration Module – Deliverable Due Oct 25th

Dear Ajay,

I hope you are having a productive week.

I am writing to request a brief update on the progress of the User Authentication API, which is scheduled for completion by October 25th. We are currently preparing the final report for the stakeholders, and your input is critical to the next phase of our timeline.

Could you please let me know if you anticipate any delays or if there are any roadblocks where I can offer assistance?

I look forward to hearing from you soon.

Best regards,

Hiren Ravaliya

3. Thank You Email

Scenario: Sending a follow-up after a job interview or professional meeting.

Subject: Thank You – Senior Developer Interview – Hiren

Dear Mr. shah,

Thank you very much for taking the time to speak with me today regarding the Senior Backend Engineer position at OmniGlobal Systems. I truly enjoyed learning more about the team's upcoming initiatives, particularly the migration to a microservices architecture.

Our conversation confirmed my interest in this role and my belief that my background in Python development and scalable database management would allow me to contribute effectively to your department's goals.

Please let me know if there is any further information I can provide to assist in your decision-making process.

Thank you again for your time and consideration.

Sincerely,

Hiren Ravaliya

<https://www.google.com/search?q=linkedin.com/in/hiren-python-dev9106437888>

4. Email to Your Boss About a Problem (Requesting Help)

Scenario: Alerting a manager to a resource issue that threatens a deadline.

Subject: Urgent: Resource Issue Regarding Legacy Data Migration

Dear Mr. Patel,

I am writing to bring a potential issue to your attention regarding the Legacy Data Migration timeline.

Due to an unexpected schema mismatch in the archived records, we are currently facing a significant delay in the testing phase. While we have already written a script to automate part of the data cleaning, it is unlikely we will meet the original deadline of November 10th without additional support.

I would like to request a brief meeting to discuss possible solutions, such as temporarily reallocating a junior developer from the maintenance team to assist with manual validation or adjusting the project scope.

Thank you for your guidance on this matter.

Best regards,

Hiren Ravaliya

5. Resignation Email

Scenario: Formally resigning from a position.

Subject: Resignation – Hiren

Dear Mrs. Anjali,

Please accept this email as formal notification that I am resigning from my position as Backend Python Developer at ApexLogic Solutions. My last day will be December 15th.

I have truly appreciated the opportunities for professional development that ApexLogic Solutions has provided me over the past three years. I have enjoyed working with the engineering team and am grateful for the support I have received during my tenure.

I am committed to ensuring a smooth transition during my final weeks. I am happy to assist in training my replacement or documenting my current API workflows to ensure no tasks are left pending.

Thank you again for the opportunity, and I wish the company continued success.

Sincerely,

Hiren Ravaliya
