From:- [pateljayraj24393@gmail.com](mailto:pateljayraj24393@gmail.com)

To :- rajsingh02@gmail.com

Subject:- Introduction to Client

Dear Mr. Singh,

My name is Patel Jay as the new Data Analytics of JN Limited. I am new at the company I am eager to work with you and your organization as we strive to make your brand more profitable and visible.

Should you have any question or concerns, please feel free to respond to this email or reach me directly by my phone at 9173292155.

Best regards,

Patel Jay

Data Analytics

JN Limited

From:- [pateljayraj24393@gmail.com](mailto:pateljayraj24393@gmail.com)

To :- jnengser@gmail.com

Subject:- I am taking responsibility

Dear sir,

I am writing to inform you that I will take sole responsibility for the project delayed. My team and I worked hard to finish the project in time. However, because of my health issue, the project was delayed.

I can assure you that we will complete it by the end of month. I hope you believe us and support us.

Thanking you.

Sincerely,

Patel Jay,

Team Leader.

From:- pateljayraj24393@gmail.com

To :- deepsharmait@gmail.com

Subject :- Asking for Salary Increment

Dear Mr. Sharma,

I would like to bring to your notice that I have completed one year in your company as Data Analytics. As per decided Norms between us at the time of joining.

I would like to request 20% hike in my existing salary. I appreciate your time and efforts to assist me on this matter.

Thanking you.

Sincerely,

Patel Jay

From:- [pateljayraj24393@gmail.com](mailto:pateljayraj24393@gmail.com)

To :- rajsingh02@gmail.com

Subject:- Request for Quotation on Analysis of New project

Dear Mr. Singh,

We're interested in your new project and would like to request a quotation. Please provide details,

Including price, delivery timeline, and payment terms.

| **Description** | **Quantity** | **Unit Price** | **Total Price** |
| --- | --- | --- | --- |
| Data Collection & Cleaning | 1 Project | ₹50,000 | ₹50,000 |
| Exploratory Data Analysis | 1 Project | ₹30,000 | ₹30,000 |
| Predictive Modeling (ML) | 1 Model | ₹60,000 | ₹60,000 |
| Dashboard Development (Power BI / Tableau) | 1 Dashboard | ₹40,000 | ₹40,000 |
| **Total** |  |  | **₹1,80,000** |

Terms: 50% advance payment, 50% upon completion. Delivery: 6 weeks from project start.

Thank you in advance. We look forward to your quick response.

Best regards,

Patel Jay

From:- [pateljayraj24393@gmail.com](mailto:pateljayraj24393@gmail.com)

To :- jnengser@gmail.com

Subject:- Resignation from Data Analytics Position

Dear Mr. Sharma,

I am writing to resign from my position at Tops Tech Limited, effective form 01/07/25 of last working day. After careful consideration, I believe the Data Analytics position at JN Limited may not be the best fit.

I want to express my gratitude for the chance to contribute to JN Limited. If there anything I can help in transition process, please let me know.

Thank you for your understanding.

Sincerely,

Patel Jay