1.Thank you Email

Subject: Thanking you for enrolling in soft skills class

Dear Sir/Madam,

Greetings of the day,

This email is to inform you that, I am very thankful for your consideration of letting me enrol in the recent soft skills class.

As per my course requirements, I am required to develop soft skills for better communication and connection through out my upcoming career opportunities. Hence, I was looking to join a crash course for such skill development, and fortunately I am being enrolled in the current batch, leading by you.

That solved my worries of completing my course requirements in time before joining any industry, which gave me such a relief, again thank you for your help and consideration.

Best regards,

Your student

2.Letter of Apology

Subject: Apologizing for unavailability of internet connection

Dear Sir/Madam,

Greetings of the day,

This email is to apologize you for the inconvenience occurred during the last working day of January 2015.

As undergoing our newer firmware updates, there are some minor scheduling issues occurred during the updating process, therefore we were unable to provide the subscribed internet access to your computer during such time.

We are greatly sorry for that inconvenience during a working day, and looking forward to continue providing the subscribed services.

Kindly accept the apology, and we will make sure that, that type of incident will not happen again.

Thanks and regards,

Your Internet service provider

3. Reminder Email

Subject: Reminder for updation in the attendance criteria

Dear Sir/Madam,

Greetings of the day,

This email is to remind you that, new attendance criteria are effective from this year starting.

As per our last discussion in year-end review meeting, revised attendance criteria for ongoing students are being effective from starting of this year.

Hence all faculty members are advised to update the same in their attendance sheets without any further due.

Thanks and regards

HOD

4. Quotation Email

Subject: Requesting quotation for the bulk order of Keyboards

Dear Sir/Madam,

Greetings of the day,

This mail is to request you for the quotation of price list of hp keyboard outlets.

As per my discussion with marketing head of your organization, he suggested me to get the quotation of complete price list of hp keyboards from you, I am currently in need of 1000 Nos of good quality keyboards for my new project site near SG highway.

Hence waiting to receive a quotation with discounted price list of hp keyboards from you within this weekend.

Thanks and regards,

Customer

5. Email Asking for a Status Update

Subject: Asking for a status update on new batches schedule

Dear Sir/Madam,

Greetings of the day,

This email is to ask you for details on update of schedule structure of new batches, starting from this month.

As per our upcoming extracurricular activities during this summer, re-structuring of current batch schedule was proposed. Therefore, kindly provide the update on improvised schedule structure.

Waiting to hear from you on the status of schedule re-structuring.

Thanks and regards,

Faculty member