**1.Thank you Email**

**Subject:** Heartfelt Thank You

Dear Disha Mam,

Greeting of the days.

I hope you're doing well. I just wanted to express my sincere gratitude for your constant support and guidance.

Thank you for helping me shape myself into a better version and for always encouraging me to grow. Your insights and belief in me have made a big difference, and I truly appreciate the role you’ve played in moulding my path toward a better future.

I'm genuinely thankful for everything you've done for me.

Warm regards,  
**Kanika Shah**

**2. Letter of Apology**

**Subject:** Apology for Late Assignment Submission

Dear Disha Mam,

Greetings of the day.

I hope you're doing well. I sincerely apologize for not submitting my assignment on time. I understand the importance of meeting deadlines and regret not being able to fulfill my responsibility as expected.

There were some unforeseen circumstances that caused the delay, but I take full responsibility for it. I assure you that I’m working on completing it as soon as possible and will make sure this doesn’t happen again.

Thank you for your understanding and patience.

Warm regards,  
**Kanika Shah**

3. Reminder Email

**Subject:** Reminder: Upcoming Presentation

Dear Disha Mam,

Greetings of the day.

I hope you're doing well. I’m writing to gently remind you about the presentation scheduled for my self-introduction in the upcoming lecture.

Please let me know if there are any updates, changes, or specific guidelines I should keep in mind while preparing. I'm looking forward to presenting and doing my best.

Thank you for your time and support.

Warm regards,  
**Kanika Shah**

**4. Introduction Email to Client**

**Subject:** Introduction – Kanika Shah from ShahSai DigiCreation

Dear Ms. Vaibhavi,

Greeting of the day.

I hope you're doing well. My name is **Kanika Shah**, and I’m reaching out from **ShahSai DigiCreation**. I’ll be working with you on **designing your company logo, business card, and magazine layouts**.

I’m excited to bring your vision to life through clean, creative, and professional designs. If you have any references, ideas, or preferences in mind, feel free to share them — I’d love to understand your style and goals better.

Looking forward to collaborating with you and creating something great together!

Warm regards,  
**Kanika Shah**  
Graphic Designer – ShahSai DigiCreation  
📧 shahsaidigicreation@gmail.com  
📞 91+ 9173236374

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

**Subject:** Requesting Help – Software Crash While Designing Kapoor's Industry Logo

Dear Shobhit sir,

Greeting of the day.

I hope you're doing well. I wanted to inform you that while working on the logo design for **Kapoor's Industry**, the software I’m using has started crashing repeatedly.

Despite restarting the system and checking for updates, the issue still persists, and it’s making it difficult for me to continue the design work efficiently. I wanted to bring this to your attention and request your guidance on how to proceed.

Please let me know if there’s any specific step I should take or if I should contact someone from technical support.

Thank you for your time and support.

Warm regards,  
**Kanika Shah**  
Graphic Designer – ShahSai DigiCreation