

## Thank You Email

**Subject:** Thank You for Your Support

Dear Dhruv Sir,

I hope you are doing well. I wanted to take a moment to express my sincere gratitude for Your guidance and assistance in a website project that made a significant difference, and I truly appreciate the time and effort you dedicated.

Your expertise and willingness to help have been invaluable to me. I have learned a lot from you and am grateful for your patience and encouragement throughout the process. Your contributions made a real impact.

Once again, thank you for everything. I look forward to learning from you again. Please let me know if I can ever return the favor.

Best regards,  
Karan Patel

## Letter of Apology

**Subject:** My Sincere Apologies

Dear customer,

I would like to begin by extending my heartfelt apology for the poor service you experienced at MONOLITH . We acknowledge that we fell short of your requirements, and we realize how disappointed and unhappy this may have caused you to be.

We at MONOLITH would like to express our heartfelt regret and apology for the service you experienced. Everyone at the company is undertaking improvements as a result of your encounter to guarantee that this never happens again.

We look forward to continuing our relationship with you, and hope to hear from you soon.

Yours Sincerely,

Karan Patel

## Email of Inquiry for Requesting Information

**Subject:** Request for Fall 2025 Comfort Flats Catalog Preview

Dear Mr. Joshi,

I hope you're doing well. My name is Karan Patel, and I am the lead purchaser for Nike Shoe Company. I am interested in your "Comfort Flats" line of footwear and would love to review your upcoming collection.

Could you please email me the Fall 2025 catalog preview for your Comfort Flats line? I am currently in the process of selecting styles for the upcoming season and am looking to expand our store's offerings with high-quality flats. As I plan to finalize selections and place orders by the end of the month, I would greatly appreciate receiving the catalog by the end of this week.

Thank you in advance for your assistance. I will be in touch later this month should I decide to include any of your products in our collection. Please let me know if you need any further details from my side.

Sincerely,  
Karan Patel

## Quotation Email

**Subject :Quotation request response.**

Dear Customer,

Thank you for your interest in Wooden Streets and for reaching out to us for a quotation on our products. We appreciate your inquiry, and we are pleased to provide you with our pricing.

Here is the price quote for the items you requested:

Aluminum alloy window frames

Unit price: Rs.4000.00

Eco-friendly bamboo dining tables

Unit price: Rs 10000.00

Energy efficient led lighting systems

Unit price: Rs. 400.00

Ceramic bathroom sinks

Unit price: Rs.6000.00

Please note that these prices are exclusive of shipping and handling charges.

You'll receive a shipping estimate once we receive the shipping address details.

The quotation is valid for 30 days, and the delivery timeline will be approximately 4-6 weeks from the date of order confirmation.

We hope to have the opportunity to serve your needs. If you have any questions or require further information, please feel free to contact me directly at [karan88@gmail.com](mailto:karan88@gmail.com) or +918686854933.

Thank you once again for considering Wooden street. We look forward to the possibility of working with you.

Best regards,  
Karan Patel

## Resignation Email

**Subject:** Resignation Notice.

Dear Manager,

Please accept this letter as formal notification of my intention to resign from my position as a marketing manager with MENTOR UNIVERSE. My final day will be 25-03-2025 as per my notice period.

I would like to thank you for the opportunity to have worked in the position for the past 3 years. I have learned a great deal during my time here and have enjoyed collaborating with my colleagues. I will take a lot of what I have learned with me in my career and look back at my time here as a valuable period of my professional life.

During the next 4 weeks, I will do what I can to make the transition as smooth as possible and will support in whatever way I can to hand over my duties to colleagues or my replacement. Please let me know if there is anything further I can do to assist in this process.

Sincerely,

Karan Patel