



From krunalod5@gmail.com



To



krunalod33@gmail.com



Thank You Email

Dear Mukesh Desai,

I hope this message finds you well. I wanted to express my sincere thanks for your support/help/time/opportunity—customize as needed. Your efforts are truly appreciated, and I'm grateful for your kindness and generosity.

Looking forward to connecting again soon.

Best regards,
Krunal Od



From krunalod5@gmail.com



To



krunalod33@gmail.com



Letter of Apology

Dear Ramesh Patel,

I am writing to sincerely apologize for missing our scheduled meeting on Monday. I understand your time is valuable, and I regret any inconvenience this may have caused.

Unfortunately, I had an unexpected issue that I should have communicated earlier. I take full responsibility and am making sure this doesn't happen again in the future.

Thank you for your patience and understanding. I truly value our relationship and hope to move forward positively.

Sincerely,
Krunal Od



From krunalod5@gmail.com



To



krunalod33@gmail.com



Email of Inquiry with a brief explanation included

Dear Payal Shah,

I hope you're doing well. I am writing to request more information about the upcoming training program your organization is offering. I recently came across the program on your website, and I'm very interested in participating to enhance my skills in digital marketing.

Could you please provide details regarding the schedule, registration process, and any associated costs?

Thank you for your time and assistance. I look forward to your response.

Best regards,
Krunal Od
Digital Marketing



From krunalod5@gmail.com



To



krunalod33@gmail.com



Asking for a raise in salary

Dear Manager,

I hope you're well. I would like to discuss the possibility of a salary increase. Over the past year, I've taken on additional responsibilities and contributed to key projects that have benefited the team.

I believe my performance and commitment warrant a review of my current salary. Please let me know a convenient time to discuss this further.

Thank you for your consideration.

Best regards,
Krunal Od
Digital Marketing



From krunalod5@gmail.com



To



krunalod33@gmail.com



Asking for a raise in salary

Dear Mr. Johnson,

I am writing to formally resign from my position as Marketing Specialist at BrightWave Solutions, effective two weeks from today, on June 1, 2025. I am truly grateful for the opportunities, guidance, and support I have received during my time here, which have greatly contributed to my personal and professional growth.

Please be assured that I am fully committed to making the transition as smooth as possible by completing my current tasks and assisting in handing over my responsibilities. Thank you for your understanding and support. I wish BrightWave Solutions continued success in all its future endeavors.

Best regards,
Krunal Od