

**Subject:** Introduction email to Client.

Dear Sir,

Hello sir, my name is Krunal Patel and I'm reaching out to introduce myself and explore opportunities to help strengthen the Biz Maven Brand.

I run my own video **ads agency** called **Grey India**. Which specializes in social video ads with emotional impact. I've helped several businesses in the **B2B** marketing space to elevate their brand and improve **ROI**, and would love to see how I could help you too.

Let's schedule a call at your convenience to discuss this further are you available this week?

**Best Regards,**

Krunal Patel

**Subject:** Leave Request for July

Dear Boss,

Hello sir, my name is Krunal Patel, I recently sent you a leave request for the week of **1st July to 7th July 2024**. I'm hoping to book a holiday with my family. Could you please confirm whether my leave request has been granted?

Once I have your approval, I can book the holiday. Please let me know if you want to discuss my request as soon as possible.

**Best Regards,**

Krunal Patel

**Subject:** Apology email (Sorry Email)

Dear Sir,

Hello sir, my name is Krunal Patel. I am writing this letter to accept my mistake that I have misplaced the samples and didn't remember and apologize for being so irresponsible. I will surely change my working strategy and will definitely keep everything noted for future references.

Please forgive me and provide me another chance to prove myself. I shall be very great full to you for your kindness and consideration.

Thinking you.

**Best Regards,**

Krunal Patel

**Subject:** Asking for Help

Dear Sir,

Hello sir, I am Krunal Patel. I need some help I can't open Photoshop software so if you want a free time, please help me to open the software.

I'm pretty pressured now, so I'm searching for a solution. Could you let me know 11/07/2024 whether you can help me? If you can, we can meet and chat about the details.

**Sincerely,**

Krunal Patel

**Subject:** Say Thank You

Dear Boss,

Hello sir, my name is Krunal Patel. I want to take a moments to express my gratitude and say thank you for my helping. Your guidance and support have been invaluable and I am great full for the opportunity to work with you.

I appreciate the trust and confidence that you have placed in me, and I look forward to continuing to the success of our team.

Once again, Thank you for everything you have done for me. It is pleasure to work with you.

**Best Regards,**

Krunal Patel