**Apology Letter**

**Subject : Apology for Assignment delay**

Dear Rahul Sir,

I hope you are doing well. I am Krupali, a student in your software testing class. I am writing to sincerely apologize for the delay in submitting my assignment for software testing.

Unfortunately, I had difficulty to resolving certain issues in the testing process. Because of this, I was not able to submit the assignment on time. I deeply regret for this inconvenience behaviour. I assure you that I am taking steps to improve my time management and problem-solving skills, to ensure that this will not happen again. I will make every effort to avoid delaying in future.

Thank you for your understanding and patience in this matter. I apologize once again for not meeting the deadline and appreciate your consideration.

Sincerely,

Krupali Busa

**Resignation Letter**

**Subject: Resignation from Junior Assistant Position**

Dear Virat Sir,

I hope this message finds you well. I am writing to formally resign from my position as Junior Assistant at Frozenfly, effective one month from today.

This decision has not been easy for me. I have deeply valued my time at Frozenfly, where I have gained invaluable experience and formed meaningful relationships with my colleagues. However, personal circumstances now require my immediate and full attention, making it necessary for me to step away from my professional responsibilities.

I am sincerely grateful for the support, guidance, and opportunities I have received during my time with the company. Frozenfly has been instrumental in my professional growth, and I will always cherish the memories and learnings I’ve gained here.

Thank you for your understanding and encouragement throughout my journey at Frozenfly. I look forward to staying in touch, and I will always cheer for the continued success of the company.

Sincerely,  
Krupali Busa

**Asking for Raising Salary**

**Subject: Request for Increase Salary**

Dear Mr. Paresh Patel,

I hope you are doing well. I am writing to respectfully request a review of my current salary. I have been working in my role as junior assistant at Zoho for 2 years. and I am grateful for the opportunities I’ve had to grow both professionally and personally during this time.

Over the course of my time here, I have taken on additional responsibilities. I believe my work has had a positive impact. I am committed to contributing even more to the success of the team and the company.

Given my increased responsibilities, accomplishments, and the market standards for someone in my role, I would like to discuss the possibility of a salary adjustment that reflects these factors. I believe this adjustment will fairly reflect my contributions to the company and align with my professional growth.

I would be happy to meet and discuss this in more detail at a time that is convenient for you. Please let me know when you would be available for a conversation.

Thank you very much for considering my request. I look forward to hearing from you soon.

Best regards,

Krupali Busa

**Introduction Email to Client**

**Subject : Introduction – Krupali, Sales executive at PR Enterprise.**

Dear Mr Keval,

I hope this email finds you well. My name is Krupali, and I am Sales executive at PR Enterprise. I wanted to personally introduce myself as I will be helping you with any upcoming requirements you may have.

At PR Enterprise, we specialize in delivering high-quality manufacturing services. I am excited to work closely with you and ensure we provide the best possible support for your needs.

Please feel free to reach out to me anytime if you have any questions, need assistance, or would like to discuss any specific requirements. I look forward to building a successful partnership with you.

Thank you for the opportunity to collaborate. I’m excited to get started and look forward to hearing from you soon.

Best regards,  
Krupali Busa

**Email for Inquiry for Requesting Information**

**Subject: Request for Information About MCA Course**

Dear Sir/Madam,

I hope you are doing well. My name is Krupali, and I am interested in studying the Master of Computer Applications (MCA) program at Marwadi University.

I would like to know more about:

* The course details and subjects
* Admission requirements
* Important dates for applications
* Fees and scholarships/financial aid

If you have any brochures or other information, please share them with me. I would also appreciate it if you could let me know whom to contact for further questions.

Thank you for your help. I look forward to hearing from you.

Best regards,  
Krupali Busa