1) <u>Thank you Email:</u>

From: knutalnayi@gamil.com

To : smitpatel@gmail.com

Subject: Thank you for your support in placement preparation.

Dear smit,

I hope you are doing well.

I want to say big thank you for all the help and support you gave me during my placements preparation. Your guidance ,tips and support really helpful me a lot and made me a more confident . I am very thank full for your support to improve my knowledge .

Best regards,

Kuntal nayee.

2) **Email for apology.**

From: kuntalnayee@gmail.com

To: smitpatel@gamil.com

Subject : Sorry for missing the meeting.

Dear Sir,

   I hope you are doing well.

I am really sorry for missing the meeting that was scheduled on 15/0/5/2024 . I understand it was important and I regrets not being there.

There was a some personals issues , and I can not able to join on time. I will make sure this doesn't happen again . please let me know anything I missed .

Thank you for understanding .

Best regards ,

Kuntal nayee,

Radixweb@gmail.com

3) Reminder Email:

From: kuntalnayee@gmail.com
TO: smitpatel@gmail.com

Subject : Reminder upcoming meeting.

Hi smit,
Just a quick reminder about upcoming meeting scheduled on 14/04/2024 at 4:00 AM. Please let me know if the time work for you or need to change's in time .

Thanks,
Kuntal.

4) Email request to boss for problem .

From: kuntalnayee@gmail.com

To: smitpatel@gmail.com

Subject: Request for help in training.

Hi smit,

I hope you are doing well.

K wanted to ask if you suggest some training to improve my skill and knowledge and make my work more better and easy. If any sessions , resources , you recommend then it will happy to follow it.

Thank you for your guidance .

Best regards,

Kuntal nayee.

5) Introductions to client.

From: kuntalnayee@gmail.com

To : smitpatel@gmail.com

Subject : Introductions - Kuntal from Radix web-solution.

Hi smit,

I hope you are doing well.

My name is Kuntal nayee and I work at Radix web solution pvt.LTD. I am your main content person for the E-commerce project .we will working on together. If you have any query's , questions , and any updates. Fell free to contact me .

Thanks ,

Kuntal nayee.

Radix web – solution

+92 39954 45343