

Thank you Email

Subject: Thank You for Your Support

Dear [Recipient's Name],

I wish to express my sincere gratitude for your continued support and guidance on our recent project. Your expertise and encouragement greatly contributed to our success.

Thank you once again for your valuable assistance.

Kind regards,

[Dhruv Makwana]

Letter of Apology

Subject: Apology for Missing Deadline

Dear [Recipient's Name],

I sincerely apologize for not meeting the deadline for the project submission. Unforeseen circumstances caused this delay, and I take full responsibility.

I am working diligently to complete the required tasks and will ensure timely updates moving forward.

Thank you for your understanding.

Sincerely,

[Dhruv Makwana]

Reminder Email

Subject: Friendly Reminder: Submission Due

Dear [Recipient's Name],

This is a gentle reminder regarding the upcoming submission for [task/project], due on [date]. Kindly ensure all necessary documents are completed by the stated deadline.

Please let me know if any assistance is required.

Best regards,
[Dhruv Makwana]

Quotation Email

Subject: Request for Quotation

Dear [Recipient's Name],

I am writing to request a quotation for [products/services] required for our upcoming project. Please provide price details and availability at your earliest convenience.

Looking forward to your prompt response.

Yours faithfully,
[Dhruv Makwana]

Resignation Email

Subject: Notice of Resignation

Dear [Recipient's Name],

I am writing to formally resign from my position as [Job Title] at [Company Name], effective two weeks from today. I am grateful for the learning opportunities and support provided during my tenure.

Please let me know how I can assist during the transition period.

Thank you and best wishes,
[Dhruv Makwana]