Email1

To: [Pankaj.kumar@espire.com](mailto:Pankaj.kumar@espire.com)

Cc:

Sub: Need some clarification

Hello Pankaj,

Thanks for giving the project. Today I have started my project on financial wings loan management more information about project.

Please give more information about project. I will be very grateful to you.

Regards

Anjali Malviya

Email2

To: [Pankaj.kumar@espire.com](mailto:Pankaj.kumar@espire.com)

Cc:

Sub: Missing the deadline

Hi,

I am really sorry for not meeting the deadline of submitting the project. I had a family emergency at home and I had to go to the hospital.

I will submit the project by tomorrow. I promise it will not happen again.

Regards

Anjali Malviya

Email3

To: [Pankaj.kumar@espire.com](mailto:Pankaj.kumar@espire.com)

Cc:

Sub: Thanks for appreciation

Thank You for appreciating us. We are pleased to know that you liked our project. We had really worked hard. But It is only happened because of your guidance.

Thank you for your support and guidance. It means a lot to us. Your appreciation works for us as a motivation.

Regards

Anjali Malviya

Email4

To: [Pankaj.kumar@espire.com](mailto:Pankaj.kumar@espire.com)

Cc:

Sub: Resume the office

Hello Pankaj,

As you already know I was on vacation. I resume work from leave. If you have any work for me, please let me know.

Thanks for the time.

Regards

Anjali Malviya