

## **Salary Increase Application**

Subject: Salary Increment Request Letter.

Dear Mr.Ramesh Bhai Patel,

I am writing to ask for a formal review of my current salary and to talk about possibilities of a salary increase.I have been a senior Network engineer at “Blue Stack Technology”. For five years, contributing to servel successful project and talking on leadership roles in cross teams.

Considering my extensive experience, consistent trake record of performance, and the current market value for a senior Hardware Engineers in our industry, a salary adjustment is warranted to reflect my contributions and the current economic landscape.

Thank you very much for considering my request.

Sincerely,

Meet Parate.

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## **Birthday Reminder Email**

Subject: A special day Approaches let's Celebrate emily's journey Together!

Hello Rachit,

The sun will soon raise on a day sprinkled with joy, laughter, and the celebration of someone extraordinarily special-Emily. A day where we'll dive into a sea of happy memories and create new, joyful waves together.

Your presence is a gift that would mean the world to Emily and us. Together, let's wrap this day in love, joy, and unforgettable moments that we'll cherish forever.

With Bubbling Excitement,  
Anna and the Birthday Crew.

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**Apology Letter To Boss For Mistake**

Subject: Letter with an apology

Dear sir/ Ma'am,

I am writing this letter to accept my mistake ( that I have done not done networking properly is unsuccessful because configuration was not right).

Please forgive me and provide me another chance to improve myself. I shall be very grateful to you for your kindness and consideration.Sir I will assured you I will never repeat again.

Thanking you.

Sincerely,

Parate Meet.

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**Research Inquiry Letter**

Subject: Inquiry Regarding my resarch.

Respected Mr. Jainam

I am currently studying at National Forensic University, pursuing my M.Tech I am in my second year and have to give a presentation on the Cyber Security model.

I have read about your company on your website and would like to conduct my research here. I want to research and know about the process of marketing. Therefore, I request you to grant me one day's permission from your company and inquire about the Security Tools and Market Analysis.

I would be thankful if you give me a chance to conduct the research please let me know your answer.

Thanking You.

Parate Meet

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### **Thank You Email**

Subject: Thankyou for the job promotion.

I have just received a promotion. I would like to send a thanks email to my boss. Please help me to write it. Here I am writing a sample. Please add your valuable suggestions. Thanks.

Mr.Himanshu,

I would like to sincerely thank you for offering me the position of Hardware Manager in ABC corporation. I am very pleased to accept this promotion offer. You provide me the opportunity I seek.

Your Faithful,  
Meet Parate.