

ASSIGNMENT MODULE - 1

1. Thank You Email

Subject: Thank You for Your Support

Dear Prachi ma'am,

I hope you are doing well. I am writing to express my sincere gratitude for your support and guidance on the recent project. Your insights were extremely valuable, and they contributed greatly to the successful completion of the task.

Thank you once again for your time and encouragement. I truly appreciate your assistance.

Warm regards,
Pranshu Singh

2. Letter of Apology

Subject: Sincere Apology for the Inconvenience

Dear Prachi ma'am,

I would like to offer my sincere apologies for the inconvenience caused due to my health issue. I understand the impact this may have had and take full responsibility for the oversight.

Please rest assured that corrective steps have been taken to prevent this from happening again. I appreciate your understanding and patience in this matter.

Thank you for allowing me the opportunity to make things right.

Sincerely,
Pranshu Singh

3. Reminder Email

Subject: Gentle Reminder: Pending Submission

Dear Pradeep,

This is a gentle reminder regarding the pending submission of assignment of the module -1 that was due on 20-10-2025. Kindly share the update or the completed file at your earliest convenience.

Please let me know if you need any clarification or additional time.

Thank you for your attention to this matter.

Best regards,
[Your Name]

4. Quotation Email

Subject: Request for Quotation – E-Commerce website

Dear Nitin,

I am writing to request a quotation for the following items:

- Development
- Hosting
- Maintenance

Please include pricing, delivery timelines, payment terms, and any applicable discounts in your response.

We look forward to receiving your quotation at the earliest.

Thank you.

Sincerely,
Pranshu Singh
7307554752

5. Email of Inquiry for Requesting Information

Subject: Inquiry Regarding Quotation Request

Dear Nitin,

I hope you are doing well. I am writing to request information regarding Quotation Request. Specifically, I would like to know:

1. Development Budget
2. Hosting Budget
3. Maintenance Budget

Kindly share the details or guide me to the appropriate contact person.

Thank you for your assistance.

Warm regards,
Pranshu Singh