

## Email 1

To: [Ashish.dhar@espire.com](mailto:Ashish.dhar@espire.com)

Cc: [Lipi.mishra@espire.com](mailto:Lipi.mishra@espire.com)

Subject:- Need some more Information about the Case Study.

Hi Ashish,

Thank you for providing information on the Indian cargo shipment case study. I appreciate your detailed explanation, but I'm not sure which approach to take. Could you please provide more information about the case study?

Thanks and Regards

**Mohammed Mukthar**

Software Engineer

[mohammed.mukthar@espire.com](mailto:mohammed.mukthar@espire.com) | Mob: +91-8105524821

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## Email 2

To: [Ashish.dhar@espire.com](mailto:Ashish.dhar@espire.com)  
Cc: [Lipi.mishra@espire.com](mailto:Lipi.mishra@espire.com)  
Subject: Apology for The delay.

Hi Ashish,

I'm writing because I was unable to submit the Indian cargo shipping case study within the timeframe promised. I accept full responsibility for underestimating how long it would take and failing to respond on time.

I sincerely apologise for any inconvenience and assure you that this will not happen again.

Thanks and Regards

**Mohammed Mukthar**

Software Engineer

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### Email 3

To: [Ashish.dhar@espire.com](mailto:Ashish.dhar@espire.com)  
Cc: [Lipi.mishra@espire.com](mailto:Lipi.mishra@espire.com)  
Subject: Reply to Appreciation.

Hi Ashish,

Thank you for appreciation, I will always cherish this moment. You are the inspiration behind my work. I will give a much better effort in my future tasks as well.

Thanks and Regards

**Mohammed Mukthar**

Software Engineer

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Email 4

To: [xxx@espire.com](mailto:xxx@espire.com)  
Cc: [Lipi.mishra@espire.com](mailto:Lipi.mishra@espire.com)  
Subject: Resume to Work

Hi XXX,

I am writing to inform you that I will be returning to work from vacation.

Thanks and Regards

**Mohammed Mukthar**

Software Engineer

[mohammed.mukthar@espire.com](mailto:mohammed.mukthar@espire.com) | Mob: +91-8105524821

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