1. **Thank You Email**

**Subject**: Thank you for your Guidance in Soft Skill Development

Dear Disha Mam,

Greetings of the Day!

I Wanted to express my gratitude for your guidance and support in helping me improve my soft skills.

Your encouragement and advise have significantly enhanced my communication skills, teamwork and confidence. The techniques and exercises you introduced such as group discussions, feedback sessions, provide friendly environment in classrooms have not only boosted my confidence and help me in both academic and professional settings.

I am already noticing positive impact in interact with peers, present ideas or collaborate in projects. I deeply appreciate the time and effort you invested in mentoring me, and I am truly grateful for your patience and encouragement throughout this journey.

Thank you once again for making such a positive difference in my personal and professional growth. Your dedication to helping your students is truly inspiring.

Best Regards,

Namrata Zala

1. **Letter of Apology**

**Subject:** Apology for late submission of an Assignment

Dear Disha Mam,

Greeting of the day. I hope this message finds you well. I am writing to apologize for the late submission of my assignment of Module-1 that was due on 12th January.

Unfortunately, I had so many guests at my home due to festival season. I was unable to submit it on time. I am sorry for the late submission of the assignment. I understand the importance of adhering to the deadlines and take full responsibility for this delay. I have attached the completed assignment to this email.

I am committed to improving my time management to ensure this will not happen again. Thank you for your understanding and for your continued guidance.

Thank you for your time and consideration.

Best Regards,

Namrata Zala

1. **Reminder Email**

**Subject:** Fee Payment Reminder

Dear Parents!

Greetings of the Day!

I hope this message finds you well. I am writing to remind you of the outstanding fees for the **Fourth Quarter** of the academic year 2024-25. Last date to pay the fee is **10th January 25**, after that late fee charges will be applicable.

You can submit the check to us or transfer the fee amount to our bank account. The account details is as follows:

A/C Name: ABC Foundation

Bank Name: KYC Bank

Branch: Info city, Gandhinagar

A/C No: 10002256398412

IFSC Code: KYC00003251

Kindly share the screenshot once you paid the fees.

Please ignore this message if already paid.

Thank you for cooperation.

Best Regards,

Namrata Zala

Administrative Assistant

KYC Bank

0123456789

1. **Asking for Raise in a Salary**

**Subject:** Request for Raise in Salary

Dear Mr. Anurag Mehta,

Greetings For the Day! I hope this message finds you well. I am writing to formally request a review of my current salary based on my contributions as a Software Tester at TBZ Organisation.

Over the past decade, I have dedicated myself to ensuring the quality and reliability of our software products. My efforts have contributed to reducing the defect by 90% and enhancing testing efficiency through automation or ensuring the project delivered on time.

Additionally, I have taken on responsibilities beyond my original role, such as mentoring new testers, improving testing strategies or leading testing initiatives.

Given these contributions and my understanding of market standards for a Software Tester role, I believe a salary adjustment is a reasonable step. I am confident that my skills, performance, and dedication add significant value to the team and company.

I would appreciate the opportunity to discuss this matter further at your convenience. Please let me know a suitable time to meet. I am open to your feedback and remain committed to continuing my growth and contributions to TBZ Organisation.

Thank you for your time and consideration.

**Best regards,**  
Namrata Zala  
Software Tester  
0123456789

1. **Quotation Email**

**Subject:** Request for Quotation -Printers

Dear Mr. Amit Oza,

Greetings For the Day! I hope this message finds you well. I am reaching out to request a quotation for printers suitable for our organization's needs. We are looking for reliable and efficient models that can handle high-volume printing, colour printing, or wireless capabilities.

Here are the specifications we are considering:

* **Type**: Inkjet/Laser/Multifunction Printers
* **Printing Capacity**: 10 pages per minute
* **Features**: duplex printing, wireless connectivity, scanning and copying functions
* **Quantity**: 15

If you have models that meet these requirements, please provide the following details in your quotation:

1. Model specifications and features
2. Pricing (including any discounts for bulk orders)
3. Warranty and maintenance services
4. Delivery time and cost
5. Payment terms and options

If you have any recommendations based on our requirements, we would be happy to consider them. Please let us know if you need further clarification to prepare the quotation.

We would appreciate receiving the quotation as soon as possible.

Thank you for your time and assistance. I look forward to your response.

**Best regards,**  
Namrata Zala  
Executive Assistant  
XYZ Organisation  
0123456789