1. **Mail to Express gratitude.**

Frome : aghara123@gmail.com

To : aghara456@gmail.com

Cc :

Bcc :

Subject : Thank you for your Support and guidance

Dear ma’am/sir,

I would like to express my gratitude to you and my team as well as all my office friends. From the time I joined the company till now, I have learned a lot from you. And the reason behind that is the support you guys have given me.

So for that, I express my deepest gratitude to you people once again.

Best regards,  
Naman Aghara.

1. **Reminder Email.**

Frome : aghara123@gmail.com

To : aghara456@gmail.com

Cc :

Bcc :

Subject : Friendly reminder that your project is due for submission.

Dear ma’am/sir,

I hope you are doing well, and I know you must remember, but it is my duty to remind you that the deadline for submitting your project is approaching.

Please let me know if you need any information or help regarding the project or submission information.

Best regards,  
Naman Aghara.

1. **Quotation Email.**

Frome : royelenfield@gmail.com

To : aghara456@gmail.com

Cc :

Bcc :

Subject : Quotation for your Royel Enfield Classic 350 Motor Sycle.

Dear sir,

Congratulations, you are selecting a great vehicle and joining our Enfield family. As per your request, the quotation for the Classic 350 bike you have selected is shown in the PDF file attached below. Please check it out.

If you would like more information, please visit our showroom and let's talk further in peace. We hope for your reply. Thank you.

Best regards,

Sharabhai Royel Enfield.

1. **Email of Inquiry for Requesting Information**

Frome : aghara456@gmail.com

To : suzukicar@gmail.com

Cc :

Bcc :

Subject : I want to buy the top model of Maruti Suzuki Baleno. For that, some more information is needed.

Dear ma’am/sir,

I hope you are well. I visited your showroom yesterday and I came to know about Maruti Suzuki Baleno and I liked that car. But I still need more information about that car.

Since the showroom is far from my home and I need some information so please mail me the price and quotation of the car, as well as information explaining the difference between the top model and the base model.

I hope you will provide me with the information I need and then I will visit your showroom again to buy a car.

Best regards,  
Naman Aghara.

1. **Resignation Email.**

Frome : aghara123@gmail.com

To : insurancexyx@gmail.com

Cc :

Bcc :

Subject : My Resignation.

Dear sir,

I am writing to inform you of my decision to resign from my position as sales executive at insurancexyx.pvt.ltd please accept my Resignation.

Thank you for the valuable experiences and support during my time here.

Best regards,  
Naman Aghara