



Email to Your Boss About a Problem (Requesting Help)

Inbox



me 10:32 PM

to xyz ▾



Dear Sir,

My name is Neha Nirbhay Patel

Designation: clerk

Employee ID: 17

I am writing to discuss a matter that I am concerned for some time, and I would greatly appreciate your support and guidance.

As you are aware i am working in SBI since 3 years. Recently, I have been facing personal circumstances that would make it beneficial for me to relocate to my hometown. As i believe there is an open Position of clerk at my hometown Valsad, that would allow me to better balance my professional responsibilities with my personal needs, while still contributing effectively. I would be extremely grateful if you could assist me in exploring the possibility of a transfer.

Thanks and regards,
Neha Patel

10:02

54



Letter of Apology



me 10:01 PM

to xyz ^



From Neha patel patelneha0117@gmail.com

To xyz@gmail.com

Date Dec 2, 2024 at 10:01 PM

Dear Sir/Mam

Hope you are doing well

I would like to sincerely apologize for being late at office. Unfortunately i had an unforeseen personal matter. Due to which i was late at office today. I fully understand the importance of punctuality and iwont breach it again. I ensure you this wont happen again. Please understand my concern and accept my apology.

Thanks and regards,
Neha Patel

← Reply

→ Forward



10:10

53



xyz@gmail.com

From patelneha0117@gmail.com



Email of Inquiry for Requesting Information

Dear Sir/Mam,

Hope you are good

I am writing to inquire about flight options from Mumbai to Bali. I am planning to travel on 17 January 2025. Please let me know the flight options available of above mentioned date. Also please let me know:

The baggage allowance.
Price of roundtrip.
Flight duration and layover time.

If you require any further details to process my request, please let me know.
I will be waiting for your response.

Thanks and Regards,
Neha Patel

10:13

53



xyz@gmail.com

From patelneha0117@gmail.com



Thank you Email

Dear Sir/Madam,

Hope you are doing well

Here i want to say thank you for believing in me and giving me this opportunity to grow. I will prove myself as a professional graphic designer. Your support and advice have helped me to reach where I'm today.

Thank you again for the support.

Regards,
Neha Patel



Asking for a Raise in Salary

Inbox



me 10:21 PM



to xyz ^

From Neha patel patelneha0117@gmail.com

To xyz@gmail.com

Date Dec 2, 2024 at 10:21 PM

Dear Mam,

My name is Neha Nirbhay Patel
Designation Graphic designer
Employee id: 17

Over the past 2 years I have greatly performed in my role and the opportunities to contribute to our team's success. As we are approaching to next appraisal cycle in coming January 2025. I would like to discuss the possibility of a 15 to 20 percent of salary hike. As I believe my performance, as well as the value I've contributed to the team, reflects my growing skills and responsibilities. My above 80 percent attendance and finishing the given tasks before the deadline, reflects my abilities and efforts. I would greatly appreciate the opportunity to discuss this further at your earliest.

Thanks and Regards,
Neha Patel