1. **THANK YOU EMAIL**

**Subject:** Thank You for the Opportunity

Dear Harshad Mehta,

I hope you're doing well. I wanted to take a moment to thank you for the opportunity to meet with you at S&P Global on 23/3/25. It was a pleasure learning more about the company and the exciting work you're doing.

I am even more enthusiastic about the opportunity to contribute to S&P Global, particularly in Ahmedabad. I believe my skills in data analyst would allow me to add value to the team.

Thank you again for your time and consideration. I look forward to the possibility of working together and contributing to the continued success of S&P Global.

Best regards,  
Nisha Makwana

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**2. LETTER OF APOLOGY**

**Subject:** Apology for Absence in Exam Due to Illness

Dear Priya Shah

I hope you are doing well. I am writing to sincerely apologize for my absence during the mock test on 20/3. Unfortunately, I was suffering from a fever and was unable to attend the exam.

I understand the importance of the exam and deeply regret not being able to participate. I would greatly appreciate any guidance on how I can make up for the missed exam or if there are any alternative arrangements available.

Thank you for your understanding, and I look forward to your response.

Sincerely,  
Nisha Makwana  
Data analyst

**3.REMINDER EMAIL**

**Subject:** Reminder: Upcoming Meeting on 25-3-2025

Dear Abhishek Sharma

I hope you are doing well. I just wanted to send a friendly reminder about our upcoming meeting scheduled for 25-3-2025, timing 1 pm. Please let me know if there are any changes or if you need any additional information prior to the meeting.

Looking forward to our discussion.

Best regards,  
Roshni Parmar

**4.ASKING FOR A RAISE IN SALARY**

**Subject:** Request for Salary Raise Discussion

Dear Shrinath Patel

I hope this message finds you well. I would like to request a meeting to discuss the possibility of a salary increase. Over the past 3 years, I have enjoyed contributing to data science at Adani and have consistently aimed to exceed expectations in my role.

Given my increased responsibilities, accomplishments, and contributions to the company, I believe a review of my compensation would be appropriate. I am confident that my work continues to align with the company’s objectives, and I am eager to further discuss how my role has evolved.

Please let me know a convenient time for us to meet and discuss this further. I greatly appreciate your time and consideration.

Thank you,  
Nirmal  
Data Science

**5. INTRODUCTION EMAIL TO CLIENT**

**Subject:** Introduction and Looking Forward to Collaborating

Dear Palak Tiwari,

I hope this email finds you well. My name is Pushti Shah, and I am the HR Manager at TCS. I wanted to take a moment to introduce myself and express how excited I am to work with you and the team at P&T Company.

At TCS, we specialize in providing HR services. I believe our expertise in power bi project can be of great value to P&T Company, and I am eager to collaborate to meet your HR needs and goals.

Please feel free to reach out if you have any questions or need further information. I look forward to working together and building a successful partnership.

Best regards,  
Pushti Shah  
HR Manager  
TCS