

1. Thank You Email

Subject: Thank You for Your Guidance

Dear mam,

I hope you are doing well. I am writing to express my sincere gratitude for your guidance and support during Customer Segmentation Analysis Project. Your assistance was invaluable and greatly contributed to my understanding of analysis.

Thank you once again for your time and effort. I truly appreciate it and hope to apply your advice effectively in the future.

Best regards,
Pooja Parekh

2. Letter of Apology

Subject: Apology for Missed Deadline

Dear mam,

I hope this email finds you well. I want to sincerely apologize for missing the deadline for my python assessment. I regret any inconvenience this may have caused and take full responsibility for the oversight.

To rectify this, I have some issues in submission, and I will ensure such delays do not occur in the future. I deeply appreciate your understanding and am committed to meeting expectations going forward.

Thank you for your patience.

Sincerely,
Pooja Parekh

3. Reminder Email

Subject: Reminder: Submission Deadline Approaching

Dear mam,

I hope you are doing well. This is a gentle reminder about the upcoming deadline for the statistics assignment, due on 05-01-2025. Please let me know if there are any updates or if you need additional assistance to complete this on time.

Thank you for your attention to this matter, and I look forward to hearing from you.

Best regards,
Pooja Parekh

4. Email of Inquiry for Requesting Information

Subject: Request for Information Regarding Placement

Dear mam,

I hope this message finds you well. I am writing to request additional information about my placement. Specifically, I would like details about name of the company.

If there are any documents or references available, kindly share them at your earliest convenience. Your assistance is greatly appreciated.

Thank you in advance for your help.

Best regards,
Pooja Parekh

5. Email Asking for a Status Update

Subject: Request for Status Update on Power BI project

Dear mam,

I hope you are doing well. I am writing to inquire about the status of my Power BI Project. Could you please provide an update on its progress? Additionally, let me know if there is anything I can do to assist in moving it forward.

Thank you for keeping me informed, and I look forward to your response.

Best regards,
Pooja Parekh