

Thank you Email

Subject: Thank you email.

Dear Mam,

I hope this email finds you well. I wanted to take a moment to express my heartfelt gratitude for your support and guidance.

Your Advice and encouragement have made a significant impact, and I truly appreciate the time and effort you dedicated to helping with the project.

Please let me know if there's ever a way, I can return the Favor or support you in the future. Once again, thank you for everything!

Yours Faithfully,
Payal Pithadiya.

Apology Letter

Subject: Sincere Apology

Dear sir,

I hope this message finds you well. I am writing to sincerely apologize for Quotation mistake. I deeply regret the inconvenience, frustration, or disappointment this may have caused you.

The issue arose due to miscommunication and I take full responsibility for this mistake. Please know that this is not reflective of our usual standards, and I am committed to ensuring it does not happen again.

To address this matter, I can Convenience client about increase rate. I value your trust and relationship and deeply regret that this incident has affected it.

Once again, I extend my sincerest apologies and appreciate your understanding. If there is anything more, I can do to make amends or if you would like to discuss this further, please do not hesitate to reach out to me directly at my email address.

Thank you for your time and patience regarding this matter.

Yours sincerely,
Payal Pithadiya
(Sales Executive)

Quotation Mail

Subject: Quotation Request for HiFi Switch Product

Dear Sir,

I hope this email finds you well. I am writing to request a quotation for [specific details of the product/service/project]. Below are the key details for your reference:

- **Description:** 10A One way switch
- **Quantity/Volume:** 1000 Switches
- **Delivery Timeline:** Within 5 Days.
- **Additional Requirements:** 300 Black,300 Grey and 400 white.

Please include the following in your quotation:

1. Detailed pricing breakdown
2. Applicable taxes or fees
3. Payment terms and conditions
4. Warranty
5. Estimated delivery/turnaround time

If there are any discounts or package deals, kindly let us know. Please feel free to reach out if you need more information to prepare the quotation.

We look forward to receiving your proposal by [specific deadline, if applicable].

Thank you for your time and assistance.

Best regards,
Payal Pithadiya,
Marketing Sales,
Tarang Electronics,
+91 75670 57274

Email Asking for a Status Update

Subject: Request for Status Update on Find and delete hidden content

Dear Pinal,

I hope this email finds you well. I am writing to kindly inquire about the current status of Find and delete hidden content. I understand you may be managing multiple priorities, and I truly appreciate the effort you're putting into this.

Could you please provide an update in 3 days, If there are any challenges or additional information needed from my side to move things forward, please let me know.

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

Best regards,
Payal Pithadiya
Counsellor
Infeyum web PVT LTD
+91 75670 57274

Resignation Letter.

Subject: Resignation – Payal Pithadiya

Dear sir,

I hope this message finds you well. I am writing to formally announce my resignation from my position as Sales Executive at Shree Swaminarayan Tourism, effective 16th January, 2025.

This decision was not made lightly, and I am truly grateful for the opportunities I have had to grow professionally during my time at Shree Swaminarayan Tourism. Working with such a supportive team and under your leadership has been a privilege.

I am committed to ensuring a smooth transition and would be happy to assist in training a replacement, completing outstanding tasks, or helping in any way to make this process seamless.

Thank you once again for the opportunity to be a part of your Company. I hope to stay in touch, and I look forward to crossing paths again in the future. Please feel free to contact me at +91 75670 57274.

Wishing the team and the company continued success.

Warm regards,
Payal Pithadiya.