

Assignment: Email Writing

Email writing on 10 seniors

1. Thank You Email :

Subject: Thank You for Your Help

Dear Pankaj,

I just wanted to say thank you for your help and support. It means a lot to me, and I appreciate the time you took to assist me.

Looking forward to working with you again.

Best regards,
Pooja Prasad
7896558968

2. Reminder Email :

Subject: Reminder for Vishwakarma Puja Celebration

Dear Archana,

I hope you're doing well. This is a quick reminder about the Vishwakarma Puja celebration on 17th September 2024. Please let me know if you need any additional details.

Thank you.

Best regards,
Pooja Prasad
7896558968

3. Subject: Update Request for Selenium Project on DemoQA :

Dear Raj,

I hope you're doing well. Could you please give me an update on the Selenium project for DemoQA when you have a moment? I would really appreciate it.

Thank you.

Best regards,
Pooja Prasad
7896558968

4. Introduction Email to Client :

Subject: Introduction and Looking Forward to Working Together

Dear Pankaj,

I hope you're doing well. My name is Pooja Prasad, and I will be your point of contact for the Selenium project on DemoQA. I look forward to working with you and ensuring everything runs smoothly.

Please feel free to reach out if you need any assistance.

Best regards,
Pooja Prasad
7896558968

5. Email of inquiry for requesting information :

Subject: Request for Information on Automation Courses

Dear Snehal ,

I hope this email finds you well. I am reaching out to request more information regarding the automation courses offered by Top Technologies. Could you please provide details on the course content, schedule, and pricing?

Thank you in advance for your assistance.

Best regards,
Pooja Prasad
7896558968