

# 1. Thank You Email

**Subject: Thank you for your time and consideration**

Dear Mr.Walmart,

Thank you for your time and consideration during our interview on 15 Feb 2025. I enjoyed our conversation and learned a great deal about Flipkart and the Assistant Manager role.

I am very interested in the opportunity to join the team and contribute to the company's success. I believe my skills and experience would be a valuable asset to the Development team.

I am eager to hear your decision and will follow up with you next week.

Thank you again for your time.

Sincerely,

Rajratna Singh

## **2.Apology for Data Entry Error**

**Subject: Apology for Data Entry Error**

Dear Mr.Vishal Sharma,

I am writing to apologize for the Data Entry that occurred on 11 Feb 2025. I understand that this has caused inconvenience and I sincerely apologize for any disruption this may have caused.

I have investigated the matter and have taken steps to ensure that this error does not happen again in the future.

I would like to apologize again for any inconvenience this may have caused.

Sincerely,

Rajratna Singh

### **3.Reminder Email**

**Subject: Reminder: Submit Expense Report by 25 Feb 2025**

Dear Ankita Singh,

This is a friendly reminder that the Submit expense report is due on 25 Feb 2025.

If you have any questions or concerns, please do not hesitate to contact me.

Thank you,

Rajratna Singh

## 4.Quotation Email

**Subject: Quotation for Solar Panel**

Dear Mr.Bihan Rathod,

Thank you for your inquiry about Solar Panel.

I am pleased to submit the following quotation for the project:

[List of services]

[Total cost]

I would be happy to answer any questions you may have about the quotation.

I look forward to hearing from you soon.

Sincerely,

Rajratna Singh

## **5.Email of Inquiry for Requesting Information**

**Subject: Inquiry about Job Vacancy**

Dear Preeti Singh,

I am writing to inquire about Job Vacancy. I am interested in learning more about Position in your company.

I would be grateful if you could provide me with some information about Job Vacancy.

Thank you for your time and consideration.

Sincerely,

Rajratna Singh

