Subject: Thanking you

Respected sir,

  I hope you're doing well. I wanted to take a moment to sincerely thank you for your outstanding teaching and the effort you put into every class.

Your ability to explain complex topics clearly and make learning engaging has made a real difference in my understanding and motivation. I truly appreciate your dedication, patience, and passion for the subject—it shows in every lesson.

Yours faithfully,

Raj Poriya.

_____

Subject: Letter of Apology

Respected sir,

  I sincerely apologize for missing our scheduled meeting on Th July. I regret any inconvenience this may have caused and fully understand the value of your time.

 If possible, I'd appreciate the opportunity to reschedule at a time that works best for you. Please let me know your availability, and I'll make it a priority.

Thank you for your understanding again, I'm truly sorry for the oversight.

Warm regards,

Raj Poriya.

_____

Subject: Reminder for due payment

Dear Mr. Rajbhar,

  I hope you're doing well. I'm writing to gently remind you that payment for invoice no. 85962145 currently due. According to our records, the amount of 5,00,000 was due on 8th July.

If you've already processed the payment, please disregard this message. Otherwise, we'd appreciate it if you could kindly arrange for the payment at your earliest convenience.

If you need any details or a copy of the invoice, feel free to let me know. Thank you for your attention to this matter.

Best regards,

Raj Poriya.

_____

Subject: Resignation letter

Dear Nilesh

I hope you're well. I'm writing to formally resign from my position as Frontend Developer at Infosys effective 8th July.

This was not an easy decision, as I've truly appreciated the opportunities for growth and the supportive work environment you and the team have provided. Working here has been a valuable part of my professional journey.

I'm committed to making the transition as smooth as possible. I'm happy to assist in training a replacement or handing off my responsibilities in an organized manner.

Thank you again for the opportunity to be part of Infosys. I wish you and the team continued success.

Warm regards,

Raj Poriya

_____

Subject: Requesting information

Dear Kamlesh Solanki,

I hope you are doing well. I am reaching out to request details regarding your company's privacy policy.

Could you please provide me with the current privacy policy or direct me to where I can review it? Understanding your privacy practices is important to me as I consider your services.

Thank you very much for your assistance. I look forward to your response.

Best regards,

Raj Poriya.