1. Thank you Email

From: [roshni.sangani812@gmail.com](mailto:roshni.sangani812@gmail.com)

To: [vishal.savaliya009@gmail.com](mailto:vishal.savaliya009@gmail.com)

Subject: Thank You for the Interview Opportunity

Dear Mr. Savliya;

Thank you for taking the time to meet with me on [22-4-2025] to discuss the [Job Title] position at [Savaliya’s Group]. I appreciated the opportunity to learn more about your team and the exciting projects underway.

Our conversation reinforced my interest in joining your organization and contributing to I am confident that my skills in align well with your needs.

Please don’t hesitate to reach out if you need any further information. I look forward to the possibility of working together.

Warm regards,   
[Roshni Sangani]  
[8160731899]

1. Letter of Apology

From: [roshni.sangani812@gmail.com](mailto:roshni.sangani812@gmail.com)

To: [vasu.kapopara0602@gmail.com](mailto:vasu.kapopara0602@gmail.com)

**Subject:** Request to Reschedule Meeting on [08-04-2025]

Respected Sir;

I hope this message finds you well. I am reaching out to request a reschedule of our meeting originally set for [08-04-2025, 11:00 AM], due to [Medical Emergency].

I propose [10-04-2025, 10:00 AM], but I am happy to adjust based on your availability. I apologize for any inconvenience this may cause.

Thank you for bringing this to our attention, and please do not hesitate to reach out if you have any further concerns

Sincerely,   
[Roshni Sangani]  
[Manager]  
[RV industry group]  
[8160731899]

1. Reminder Email

From: [roshni.sangani812@gmail.com](mailto:roshni.sangani812@gmail.com)

To: [jeetpatel3456@gmail.com](mailto:jeetpatel3456@gmail.com)

**Subject:** Reminder: Submission of [Data Analytics Assignment] Due [10-04-2025]

Dear jeet;

This is a gentle reminder that the **[**Data Analytics Assignment**]** is due on **[**10-04-2025**].** Kindly submit it by the deadline to avoid any delays in the workflow.

If you have any concerns or need assistance, feel free to reach out.

Best regards,  
[Roshni Sangni]  
[Data Analytics Professor]  
[Tops Technologies]

1. Email Asking for a Status Update

From: [roshni.sangani812@gmail.com](mailto:roshni.sangani812@gmail.com)

To: [vishal.savaliya009@gmail.com](mailto:vishal.savaliya009@gmail.com)

Subject: Request for Status Update on [E-Commerce Online Shopping App]

Dear Mr. Savliya,

I hope this message finds you well.

I am writing to kindly request a status update on the [E-Commerce Online Shopping App], which was scheduled for [20-April-2025]. As we are approaching the next phase of our work, it would be helpful to understand the current progress and any outstanding items that may need attention.

Please let me know if there are any updates or if further input is required from my side.

Looking forward to your response.

Best regards,  
[Roshni Sangani]  
[IT Manager]  
[8160731899]

1. Asking for a Raise in Salary

From: [roshni.sangani812@gmail.com](mailto:roshni.sangani812@gmail.com)

To: [vishal.savaliya009@gmail.com](mailto:vishal.savaliya009@gmail.com)

Subject: Request for Salary Review

Respected Sir,

I hope this message finds you well. I am writing to formally request a review of my current salary based on my contributions and responsibilities within the team.

Over the past [1.5 Year], I have consistently taken on additional tasks and contributed to several key projects, including, which have positively impacted our department’s goals. I believe my performance and growing responsibilities reflect my commitment to the organization’s success.

Given these contributions, I would appreciate the opportunity to discuss a possible adjustment to my salary. I am confident that a review would demonstrate alignment between my current compensation and the value I bring to the team.

Please let me know a convenient time for you to discuss this further. I appreciate your time and consideration.

Best regards,  
[Roshni Sangni]  
[Senior Employee]  
[8160731899]