

# \* Introduction Email to Client \*

**Subject: Introduction from Jiya Enterprise - Surgical Products**

Dear  
Mitul Sir,

I am writing to introduce myself and my company, **Jiya Enterprise**. We are a trusted supplier of high-quality surgical products, and we specialize in **Latex and Nitrile gloves**.

We understand that quality and reliability are very important for your business. Because of this, we focus on sourcing the best materials to ensure our products meet high safety standards. We take pride in offering competitive prices and fast delivery to help our partners run their businesses smoothly.

I would love the opportunity to work with you and provide the supplies you need. I have attached our latest product list and pricing for your review. Whether you need a small order or a large shipment, we are ready to support you with the best service.

Please let me know if you would like to see some samples or if you have any questions about our products. I am happy to discuss how we can help your company.

Thank you for your time, and I look forward to hearing from you soon.

**Best regards,**

**Rushit Padashala, Jiya Enterprise**

# \* Quotation Email \*

## Subject: Quotation for Latex & Nitrile Gloves

Dear  
Mitul sir,

It was a pleasure speaking with you regarding your requirements. We take pride in sourcing and delivering high-quality products that meet the specific needs of our trading partners.

Based on our discussion, we are pleased to submit our formal commercial proposal for **Balaji Sales**. We have ensured that the pricing is competitive and reflects our commitment to a long-term business relationship.

### Products Details With Price

Item Description	Specification	Quantity	Unit Rate	Total Amount
Latex Gloves	With Powder	60 Box	182/-	10,920/-
Nitrile Gloves	Without Powder	40 Box	195/-	7,800/-
<b>Sub-Total</b>				<b>18,720/-</b>
<b>GST 18%</b>				<b>3,370/-</b>
<b>Grand Total</b>	<b>Twenty-Two Thousand Ninety Rupees Only</b>			<b>22,090/-</b>

### Commercial Terms & Condition

**Validity:** This offer is valid for next **6** days, after which prices may be subject to market fluctuations.

**Payment Terms:** 50% advance along with the Purchase Order, balance against Proforma Invoice.

**Delivery:** Material will be dispatched within **1** working day from the date of confirmed order.

We are confident that our quality and pricing will meet your expectations. Please let us know if you require any further clarifications or adjustments to this proposal.

Looking forward to receiving your valued order.

Warm regards,

**Rushit Padashala, Jiya Enterprise**

# \* Thank you Email \*

## **Subject: Thank you for the order confirmation**

Dear  
Mitul sir,

Thank you very much for confirming the order for the Latex and Nitrile gloves. We are very happy to work with **Balaji Sales** and appreciate the trust you have placed in us.

We have successfully recorded your order for the total amount of **22,090/-**. Our team is already starting to prepare the stock to ensure everything is packed perfectly. We take great care in our packaging so that the material reaches you in excellent condition.

As per our terms, please share the Purchase Order and the **50% advance payment** at your earliest convenience. Once we receive these, we will dispatch the material within one working day and share the tracking details with you immediately.

We are committed to providing you with high-quality products and the best service possible. We hope this is the beginning of a very long and successful business relationship between our two companies.

Thank you once again for your support.

**Best regards,**

**Rushit Padashala, Jiya Enterprise**

# \* Letter of Apology \*

## Subject: Apology for the delay in your order

Dear  
Mitul sir,

I am writing this email to sincerely apologize for the delay in delivering your order of Latex and Nitrile gloves. We always try our best to deliver on time, but unfortunately, we are facing a small delay with this shipment.

The reason for the delay is that some of our key workers are currently on leave. Because we have fewer people in the warehouse right now, the packing and quality check process is taking a little longer than we expected. We want to make sure every box is checked properly before it leaves our office, and this has caused a slow-down in our schedule.

Please be assured that your order is our top priority. Our remaining team is working hard to finish everything, and we expect to dispatch your material by **tomorrow**. As soon as the goods are sent, I will personally send you the tracking details.

We value our relationship with **Balaji Sales** very much and regret any inconvenience this delay has caused your business. Thank you for your patience and understanding our situation.

If you have any questions, please feel free to call me directly.

**Best regards,**

**Rushit Padashala, Jiya Enterprise**

# \* Email Asking for a Status Update \*

**Subject: Quick update on React project**

Hi Vaibhav patel,

I hope you are having a good week. I am sending this email to check on the progress of **Our React Project**.

As we talked about before, our deadline is **05/04/2026**. I want to make sure we are still on schedule to finish everything on time. Please let me know how the work is going and if you have run into any problems.

If you are stuck on anything or if you need me to approve something, please tell me. I am happy to help so we can get this done together.

I look forward to hearing from you ASAP.

**Best regards,**

**Rushit Padashala**