



# Thank you Email

To: govtofgujarat@gmail.com

Subject: Thank You for given a License.

Respected collector,

I am writing to express my sincere gratitude for issuing the license for cracker stole on 25-9-2024. I truly appreciate the efficient processing and approval of my application.

Your department's efforts in regulating and overseeing are vital to our community, and I am grateful for the opportunity to operate within the guidelines.

Thank you again for your service and assistance.

Sincerely,

Satyajit Sinh Rathod

6359104776



# Reminder Email

To: amazonshopping@gmail.com

Subject: Overdue Order: [408-063754577]

Dear Amazon Customer Support/Shipping Team,

I am writing to inquire about the status of my order (408-063754577) placed on [20-9-2024]. As per the expected delivery date (24-9-2024), I have yet to receive my order.

Could you please provide an update on the status and estimated delivery timeline? If there are any issues, please let me know the steps being taken to resolve them.

Order Details:

- Order Number: 408-063754577
- Order Date: [20-9-2024]
- Items: Skechers shoes

Thank you for your prompt attention to this matter.

Best regards,

Satyajit Sinh Rathod

6359104776

## ❖ Email of inquiry for requesting information

To: topstechnologies@gmail.com

Subject: Inquiry: Software Testing Course Information

Tops Technologies Rajkot ,

I am interested in learning more about your software testing course offerings. Could you please provide information on the following:

- 1) Course Details
- 2) Scheduling and Fees
- 3) Training Methodology
- 4) Some popular software testing courses to consider
- 5) Certification and Career Support

I'd appreciate any additional information, such as course materials.

Thank you for your time.

Best regards,

Satyajit Sinh Rathod

6359104776



## Email asking for a status update

To: flipkartshopping@gmail.com

Subject: Order Status Update: [Order Number]

Dear Customer Support Team/Customer Service,

I'm writing to inquire about the status of my shoes order (456435545) placed on 25-9-2024. Could you please provide an update on:

1. Order processing status
2. Shipping status
3. Estimated delivery date

Order Details:

- Order Number: [456435545]
- Order Date: [25-9-2024]
- Items: LG Smart TV 43 inch

Thank you for your assistance. I look forward to hearing back from you.

Best regards,

Satyajit Sinh Rathod

6359104776



# Asking for a raise in salary

To: [shreypatel3@gmail.com](mailto:shreypatel3@gmail.com)

Subject: Request for Salary Review

Dear Shrey Patel,

I hope this email finds you well. I wanted to discuss my current compensation package and explore the possibility of a salary increase.

Over the past 3years, I have consistently delivered high-quality work, exceeding performance expectations and taking on additional responsibilities to drive QA department success.

Given my research, industry standards, and internal equity, I believe my contributions warrant a salary adjustment.

Specifically, I am requesting a raise of 20%.

I would appreciate discussing this request further and exploring options for growth within the company.

Thank you for considering my request.

Best regards,

Satyajit Sinh Rathod

QA tester

6359104776