

1. Thank You Email

From : shreypatel1812@gmail.com

To : kiranpatel22@gmail.com

Subject : Thanks for the birthday gift.

Dear Uncle,

Thank you for your lovely birthday present. I have no words to tell you how much I like it. It's very nice water bottle which I wanted. What a pleasant surprise I had when I received your parcel this morning. You could not believe how I'm happy by your surprise gift. Thank you very much once again. I hope we will meet soon.

Your lovingly niece,

Shrey

shrey patel- signature

7884802143

2. Letter of Apology

From : shreypatel1812@gmail.com

To : anandkishor22@gmail.com

Subject : Apology letter for mistake at work.

Respected sir,

I am shrey patel who works at your company as a network engineer whose employee id number is xxxx. I am sorry to inform you that I have been assigned the internet checking task. But unfortunately I made a mistake in performing the task. I assure you that this error will not be repeated in the future. I hope you will forgive me for my mistake. I deeply regret this as well.

You're faithfully,

Shrey

xxx – employee id

shrey patel- signature

7884802143

3. Asking for raise in salary.

From : shreypatel1812@gmail.com

To : ramanand1411@gmail.com

Subject : Asking for salary increment.

Dear Sir,

I hope this email finds you in good health and positive spirit. I am writing this email to ask a salary increment. As a member of arvind mil company private limited I have been giving my best to the team and achieving the goals set for me. I have been working with this company for 3 years and I never missed a deadline or failed to deliver quality work. I believe that my performance and contribution to the company

deserves a salary increment. I have taken on additional responsibilities beyond my job. Thank you sir and I wait for you mail.

You're faithfully,
Shrey
xxx – employee id
shrey patel- signature
7884802143

4. Email your boss about a problem (asking for help)

From : shreypatel1812@gmail.com
To : rohitgiri1411@gmail.com
Subject : Asking for help about a problem

Dear boss,

I hope this email finds you in good health and positive spirit. .
I am writing this email to ask a help about my problem. Today I do my work and suddenly there is a network problem in our company. As a network engineer I find the problem. The problem is the router not working in our company properly. Can you contact the router company? So we can do our work without any problem. Can you help in this situation as soon as possible? I will wait for your mail.

You're faithfully,
Shrey
xxx – employee id
shrey patel- signature
7884802143

5. Introduction email to client

From : shreypatel1812@gmail.com

To : kiransharma111@gmail.com

Subject : Introduction of our company for your information.

Dear Sir,

I would like to introduce our company Tanishq jewellery that has been in business jewellery for the last 19 years. We have been an established and popular company with an excellent track record for the best customer satisfaction. We have never compromised on the quality and the services provided to the customer. We believe in keeping the customers happy and providing them with products at a very competent price. We have an excellent staffs who will guide you with

their best ideas by keeping constant touch with your company and
informing about the market trends.

You're faithfully,

Shrey

xxx – employee id

shrey patel- signature

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