**1. Thank You Email**

Subject: Thank You for Your Support

Dear Shashank Singh,

I sincerely appreciate your time and effort in assisting me with Power Bi Project. Your support made a significant difference, and I truly value your help.

Your guidance has been invaluable, and I look forward to collaborating again in the future. Please let me know if I can ever return the favor.

Best regards,  
Shrinath Patel

### ****2. Letter of Apology****

**Subject:** Apology for Error in Dashboard Report

Dear Shashank Singh,

I sincerely apologize for the mistake in the dashboard report shared on 01 Jan 2025. I understand the importance of accurate data, and I regret any confusion or inconvenience this may have caused.

I have already identified the issue and am working on correcting it to ensure such errors do not happen again. Moving forward, I will implement additional checks to maintain accuracy.

Please let me know if you need a revised report or any further clarification. I appreciate your understanding and patience.

Best regards,  
**Shrinath Patel**

### ****3. Reminder Email****

**Subject:** Friendly Reminder on Dashboard report

Dear Shashank Singh,

This is a kind reminder about Dashboard report to be submitted by 01/01/2025. Please let me know if you need any further details.

Completing this on time is important, and I appreciate your attention to it. If there are any concerns, feel free to reach out.

Looking forward to your confirmation. Thank you!

Best regards,  
**Shrinath Patel**

### ****4. Email Asking for a Status Update****

**Subject:** Status Update Request for Swiggy Power BI project

Dear Shashank Singh,

I hope you are doing well. I wanted to check on the status of Swiggy Power BI project and see if there are any updates available.

If there are any issues or additional requirements, please let me know. I appreciate your time and effort on this.

Looking forward to your update. Thank you!

Best regards,  
**Shrinath Patel**

### ****5. Introduction Email to Client****

**Subject:** Introduction – Shrinath Patel from TCS

Dear Shashank Singh,

I hope you are doing well. My name is **Shrinath Patel**, and I am Data Analyst at TCS. I wanted to take a moment to introduce myself and share how we can assist you.

We specialize in Power BI, Advance Excel Dashboards, and Web Scrapping, I would love to understand your needs better. Please let me know a convenient time to discuss how we can work together.

Looking forward to connecting with you. Thank you for your time!

Best regards,  
**Shrinath Patel**