

patelmanav40@gmail.com

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## Apology for a missed deadline

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Dear Manav,

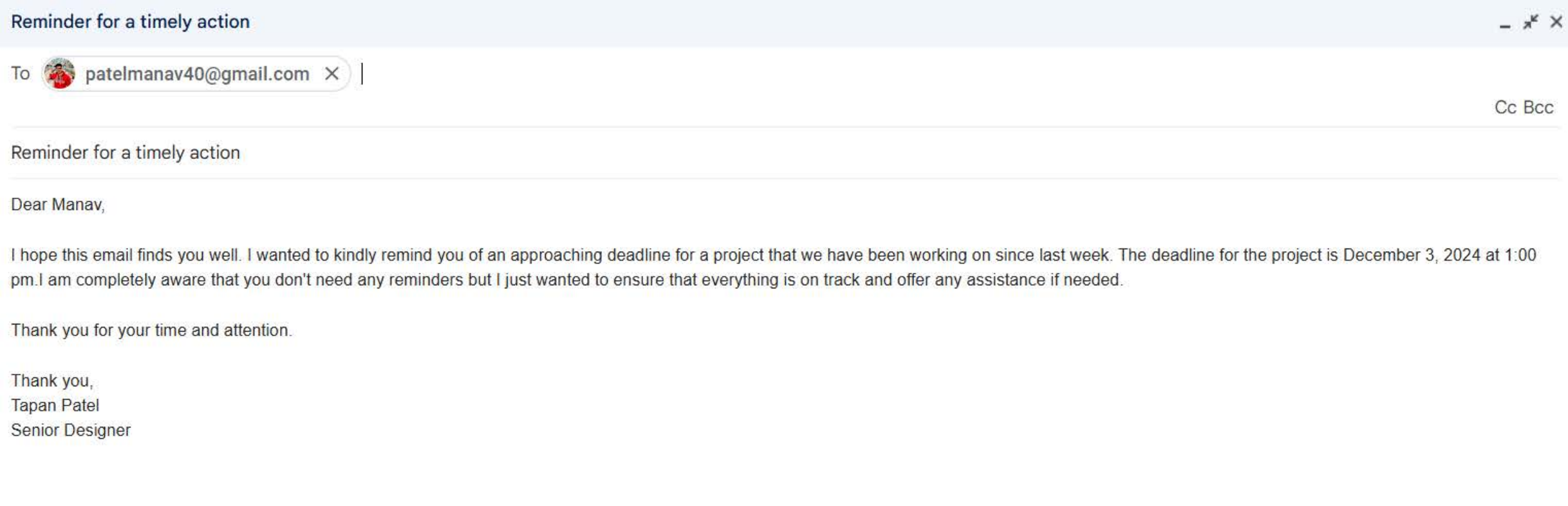
I hope you are doing well. I am writing this email to apologize for a missed deadline for the project that was assigned to me. As I understand how important the project is, I deeply regret not being able to submit the project before the deadline. Due to unfortunate circumstances I was not able to meet the deadline and I take full responsibility for it.

I understand the impact of this delay and I am absolutely committed to not repeating it. Thank you for your understanding and patience.


Best regards,

Tapan Patel

Junior Designer



Reminder for a timely action

To  patelmanav40@gmail.com X |

Cc Bcc

Reminder for a timely action

Dear Manav,

I hope this email finds you well. I wanted to kindly remind you of an approaching deadline for a project that we have been working on since last week. The deadline for the project is December 3, 2024 at 1:00 pm. I am completely aware that you don't need any reminders but I just wanted to ensure that everything is on track and offer any assistance if needed.

Thank you for your time and attention.

Thank you,  
Tapan Patel  
Senior Designer

Request for status update



patelmanav40@gmail.com

Request for status update

Dear Manav,  
I hope you are doing well. I am writing this to request for an update regarding on the project that has been assigned to the team. I would appreciate any information regarding its progress.  
Please let me know if you need any kind of assistance with it.  
Thank you for your time and attention. I look forward to your response.

Thank You,  
Senior Designer  
Tapan Patel

Asking for a raise in Salary



patelmanav40@gmail.com

Asking for a raise in Salary

Dear Manav,

I hope you are doing well. I am writing this email for a potential raise in salary. Over the past few months I have been dedicatedly completed all the projects given to me and submitted them before time. Additionally I have been efficient in handling additional responsibilities. I have always enjoyed all the work that came my way and always looking for something more.

I would be grateful for the chance to discuss this matter with you in person and explore how my role and performance align with the company's goals moving forward. Please let me know a convenient time to meet and discuss this further.

Thank you for your consideration, and I look forward to speaking with you soon.

Thank You,

Tapan Patel  
Junior Designer

patelmanav40@gmail.com

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Thank you for a Salary Raise

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Dear Manav,

I hope you are doing well. I just wanted to take a moment to thank you for a Salary Raise. Its a big deal for me as I have been working really hard and it makes me happy that my hard work has been recognized. I genuinely appreciate it. This has motivated me even more. Thank you again for your support.

Best regards,  
Tapan Patel  
Junior Designer