

From shobhaarthania@gmail.com

To



xyz@gmail.com



Letter of apology

Dear sir,

I sincerely apologize for not completing the project on time. I take full responsibility for the delay and understand the impact it may have caused. I will work diligently to ensure it is completed as soon as possible.

Thank you for your understanding.

With best regards,
Shobha Arthania

From shobhaarthania@gmail.com

To



xyz@gmail.com



Request for information

Dear sir,

I am reaching out to seek information regarding the Marketing project, specifically related to the presentation of its content. If possible, I would greatly appreciate it if you could share last year's sales data or direct me to the appropriate person or department who can assist with this request.

Thank you for your time and assistance.

With best regards,
Shobha Arthania

From shobhaarthania@gmail.com

To



xyz@gmail.com



Requesting help

Dear sir,

I hope you're doing well. I am experiencing some challenges with a colleague's behavior, which is affecting my work. I'm unsure how to handle the situation and would appreciate your advice or support in addressing this issue.

Thank you for your help.

With best regards,
Shobha Arthania

From shobhaarthania@gmail.com

To



xyz@gmail.com



Thank you

Dear sir,

I just wanted to take a moment to thank you for the opportunity. I truly appreciate your help and guidance. I'm looking forward to continuing to work together.

With best regards,
Shobha Arthania

From shobhaarthania@gmail.com

To



xyz@gmail.com



Asking for a raise in salary

Dear sir,

I would like to kindly request a salary review. Given my contributions and the increased responsibilities in my role, I believe an adjustment would reflect my efforts and dedication to the team.

Thank you for considering my request. I look forward to discussing this further.

With best regards
Shobha Arthania