

Assignment :- 1

Task: Write professional emails based on any 5 of the following scenarios.  
Ensure clarity, conciseness, and a formal tone.

1. Thank you Email
2. Letter of Apology
3. Reminder Email
4. Quotation Email
5. Email of Inquiry for Requesting Information
6. Email Asking for a Status Update
7. Asking for a Raise in Salary
8. Email to Your Boss About a Problem (Requesting Help)
9. Resignation Email
10. Introduction Email to Client

1> Reminder Email

Hi Trivedi Devanshi

Subject:-Thank you for registering for Summer Camp.

As a courtesy reminder, the Summer Camp  
details are as follows:

Summer Camp

12/5/2025

To 17/5/2025

LOCATION:- Rajasthan

ADDITIONAL DETAILS:- Jaipur, Pushkar , Udaipur, Jaisalmer , Ajmer.

Please visit the website for more details about the upcoming . If you need any help with directions and parking information, [click here](#).

Thank you again. We look forward to seeing you soon!

— Team Summer Camp.

## 2> Resignation Email

Dear Manager's sir ,

Subject: Resignation from SEO- Trivedi Devanshi

I hope you're doing well. I am writing to inform you that I will be resigning from my position as Employee at TCS, effective Last Working Day.

I am committed to making this transition as smooth as possible. I will be happy to assist in training my replacement or help in any other way during my notice period.

Best regards,

Trivedi

Devanshi.

## 3> Quotation Email

Subject: Request for an Updated Quote

Dear Supplier Riya Shah,

We received your quote for gozzby.com

and appreciate your quick response. However, we would like to request an updated quotation with the revised requirements that we've included.

We value your business and look forward to your updated quotation.

Best regards,  
Trivedi Devanshi.

#### 4> Letter of Apology

Dear Greg,

We apologize for the experience you had at our restaurant last Saturday. When you reserved a table for seven, you rightfully expected there to be a table for your party ready, and we let you down by not providing the table you booked.

This was a miscommunication error on our staff's part, and for that, we're truly sorry for causing your family stress and inconvenience when you visited O'Malley's. We hope you'll consider dining with us in the future. Please accept our offer to prioritize your party for a reservation at any point in the next six months and 50 percent off your bill. Again, we truly apologize for our mistake, and we want to make things right.

#### 5> Thank you Email

subject line: Thank you for the referral.

Dear Janine,

Thank you for referring company to the business for the renovation. We are so excited to have the opportunity to bring forth our services to restore the original glory of the Victorian house for your friend.

We'd like to give you a 15% off on your next project to show our gratitude. We'd be happy to renovate your backyard patio whenever you are ready.

Warm wishes to your family.

Sincerely,

Devanshi .