

1. Thank you Email

Subject: Thank You!

Hey Vasu,

Just wanted to send a quick note to say thank you! I really appreciate your support—it truly means a lot. Grateful to have you around.

Let's catch up soon!

Best,
Utsav

2. Letter of Apology

Subject: Sincere Apologies

Hi Milan,

I just want to sincerely apologize for [mention what happened]. It was never my intention to cause any trouble, and I truly regret it.

I appreciate your understanding and will do my best to make things right. Hope we can move forward.

Best,
Utsav

3 Reminder Email

Subject: Gentle Reminder

Hi uday,

Hope you're doing well! Just wanted to follow up on [mention what the reminder is about] as the due date/meeting/etc. is coming up. Let me know if you need any details or if there's anything I can do to help.

Looking forward to your update.

Best,
Utsav

4) Quick Status Update

Subject: Quick Status Update

Hi sahil,

Hope you're doing well! I just wanted to check in and see if there are any updates on [mention the project, task, or request]. Let me know when you get a chance—I'd really appreciate it.

Looking forward to your update.

Best,
Utsav

5) Request for Salary Review

Subject: Request for Salary Review

Hi hiren,

I hope you're doing well. I'd love to discuss the possibility of a salary adjustment based on my contributions and added responsibilities. Let me know if we can set up a time to talk.

Looking forward to your thoughts.

Best,
Utsav