

# Email Writing Assignment

## 1.Email of Inquiry for Requesting Information

**Subject:** Inquiry About Bulk Purchase of TVs for Our Hotel Veda

Dear Sir/Ma'am,

Greeting of the day,

I hope you are doing well. Here I am writing this mail on behalf of our Veda hotel because we are interested to purchasing TVs from your company. We would like to inquire about the available models, bulk pricing, warranty details, and any discounts or offers for large orders.

Further-more we would like to know about **(1)**delivery time and shipping time details for our location .**(2)** installation services (if it applicable for us, because of bulk order). **(3)** Payment terms and financing options (if applicable to us ). **(4)** details of any self-service and maintenance services provided. If you have a product catalog or pricing sheet, please share it with us for review. We would also appreciate recommendations on the best models for hotel use.

Please let us know how we can proceed with the purchase and if there are any further steps required. We look forward to your response.

Best Regards,

Vatsal Vaishnav.

Manager of Veda Hotel

Contact No. : 8200488140

## Quotation Email

**Subject :** Kindy request for Quotation – Bulk Purchase of TVs for Veda Hotel

Dear Sir/Ma'am,

Greeting of the day,

I hope you are doing well. Here I am writing this mail on behalf of our Veda hotel. We are looking to purchase televisions for our hotel. We would appreciate it if you could provide a detailed quotation for the available TV models there.

We are interested in purchasing **600** units of high-quality, durable TVs suitable for hotel rooms. Please include details on :- **(1)** Available models, specifications, and pricing **(2)** Bulk discounts and warranty details **(3)** Delivery timelines and shipping costs **(4)** installation services (if

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available) **(5)** If installation and setup services are available, kindly provide the cost breakdown.  
**(6)** Accepted payment methods, credit terms (if any), and any deposit requirements. If you have a catalog or brochure, kindly attach it. We would appreciate receiving the quotation by March 2025. Please let us know if you need any additional information.

Thank you for your time and assistance. We look forward to your response.

Best Regards,

Vatsal Vaishnav.

Manager of Vedas Hotel

Contact No. : 8200488140

## Email Asking for a Status Update

Subject : Looking for TV Purchase Inquiry – Status Update Request.

Dear Sir/Ma'am,

Greeting of the day,

I hope you are doing well. Here I am writing this mail on behalf of our Vedas hotel to inform you that we are ready to purchase and would appreciate an update on the status of our request.

Could you please provide any updates on pricing, availability, and the next steps? Moreover, if you need any information from our side, feel free to ask but please make our order as soon as possible.

Looking forward to your update.

Best Regards,

Vatsal Vaishnav.

Manager of Vedas Hotel

Contact No. : 8200488140

# Email Writing Assignment

## Thank you Email

Subject : Thank You for Your Guidance and valuable time .

Dear Sir/Ma'am,

Greeting of the day,

I hope you are doing well. Here I am writing this mail on behalf of our Veda's hotel to grateful for your time , response and to be helpful to provide necessary information our TV purchase inquiry.

We are grateful for providing details about available models, specifications, and pricing, discounts and warranty details ,delivery timelines and shipping costs information , installation services and payment terms.

Once again, thank you for your outstanding support and professionalism. I look forward to our continued collaboration.

Best Regards,

Vatsal Vaishnav.

Manager of Veda's Hotel

Contact No. : 8200488140

## Resignation Email

Subject : Resignation of Vatsal Vaishnav

To HR Department

PCB Planet (India) Pvt Ltd

Party of Plot Nr : 11.12.36 & 37,

GIDC SEZ - Electronic park,

Kolvada Road ,Gandhinagar

Dear sir / Ma'am,

# Email Writing Assignment

Greeting of the day,

This letter confirms that I will be resigning at PCB Planet ( India ) Pvt . Ltd. and my last day of work here is 5<sup>th</sup>August,2024. I will continue to do my duty till 5<sup>th</sup>September 2024 on notice period .

I have enjoyed my time working at PCB Planet. I would like to thank the company and all my colleagues for providing great opportunities, solid support and real advice. Hence big thank you all for all the great things.

It is humble request to the management to finish all my dues and formalities of PF and gratuity within time .

Yours sincerely,

Name : Vatsal Vaishnav

Employee code:489

Mo : 8000388386