===================Module1==================

Email writing:-

1) **Subject:** Thank You for Your Support and Collaboration.

Dear Mr. XYZ,

I hope this email finds you well. I wanted to take a moment to express my sincere gratitude for your collaboration during meeting.

Your insight has been invaluable, and I truly appreciate your contribution. It was a pleasure working with you, and I look forward to the opportunity of collaborating again in the future. If there’s anything I can assist with moving forward, please don’t hesitate to reach out.

Thank you once again for your time and support.

Best regards,  
Vraj patel

2) **Subject:** Request for Quotation for Laptops

Dear Mr. XYZ,

I hope this email finds you well. We are looking to purchase some laptops for our office uses.Could you please provide us with a quotation for the laptops we need?

Additionally, if there are any additional details we should be aware of, kindly let us know. We need that laptops urgently. The quantity of laptops will be given after additional details will give by your company. We appreciate your prompt attention to this request.

Thank you in advance for your assistance.

Best regards,  
Vraj patel

3) **Subject:** Request for Salary Increase Discussion

Dear sir,

I hope this message finds you well. I would like to request a meeting to discuss the possibility of a salary increase.

Over the past two years, I have consistently strived to contribute to the success of our team and company, and I believe my performance and accomplishments warrant a discussion regarding my compensation.

I would greatly appreciate the opportunity to discuss this in more detail at your earliest convenience. Please let me know a suitable time for us to meet.

Thank you for considering my request, and I look forward to your response.

Best regards,  
vraj patel.

4) **Subject:** Resignation – Vraj patel

Dear sir,

I hope you're doing well. I am writing to formally resign from my position as marketer at XYZ Company, with my last working day being 17th march 2025.

This was not an easy decision to make, and I truly appreciate the opportunities for professional and personal development that I’ve had while being part of the team. I have enjoyed working with you and my colleagues and will always be grateful for the support, guidance, and experiences I’ve gained here. I will do everything I can to ensure a smooth transition during my remaining time with the company. Please let me know how I can assist in handing over my responsibilities or helping with the transition process.

Thank you again for the opportunity to work at XYZ Company and I hope our paths cross again in the future. I wish you and the team continued success.

Best regards,  
Vraj patel.

5) **Subject:** Introduction – Vraj Patel from XYZ Company.

Dear sir,

I hope this email finds you well. My name is Vraj Patel and I am marketer at XYZ Company.

I wanted to take a moment to introduce myself and let you know that I will be your primary point of contact moving forward.

At XYZ Company, we are committed to providing exceptional service, and I’m here to ensure that your experience with us is seamless and positive. Please feel free to reach out to me directly with any questions, requests, or concerns. I look forward to working with you and supporting your needs.

If there’s anything specific you'd like to discuss or if you'd like to schedule a call to get to know each other better, please don’t hesitate to let me know.

Thank you for the opportunity to collaborate, and I look forward to a successful partnership.

Best regards,  
Vraj patel.