**EFFECTIVE COMMUNICATION**

1. **THANK YOU EMAIL**

Subject : Thank you

Dear Ms.Patel

I hope this message finds you well . I just wanted to take a moment to sincerely thank you for taking the time to meet with me and sharing valuable insights about the graphic design industry.

I truly appreciate it and value your guidance and time. It meant a lot to me, and I am grateful for the opportunity to connect.

Warm regards

Yashasvi Nyati

[nyatiyashasvi@gmail.com](mailto:nyatiyashasvi@gmail.com)

+91- 9521645399

**2 . LETTER OF APOLOGY**

Subject : Apology for delay

Dear Ms.Sharma

I hope this message finds you well. I am writing to sincerely apologize for the delay in delivering the project. I understand how important timelines are and regret not meeting the expected deadline

Please rest assured that I am working to resolve the situation promptly, and I will ensure that thai does not happen again in the future.

Once again , I apolozie for any trouble this has caused , and I appreciate your understanding.

Yashasvi Nyati

**3 . REMINDER EMAIL**

Subject : Friendly Reminder : Submission of Final Design Files

Dear Mr. Sharma

I hope you are doing well . I wanted to send a quick reminder regarding the submission of the final design files which was due on July 25 , 2025 . Kindly

Let me know if you need any further information or assistance to complete it.

Thank you in advance for your prompt attention to this matter.

Yahasvi Nyati

Graphic Design

**4 . QUOTATION EMAIL**

Subject : Request for quotation

Dear Mr. Singh

I hope this email finds you well. I am writing to inquire about the pricing for graphic design and logo creation services that you offer . Could you please provide me with a detailed quotation, including, all relevant costs, such as design revisions , file formats..?

Your prompt response will be greatly appreciated.

Yashasvi nyati

Graphic designer

**5. EMAIL FOR REQUESTING INFORMATION**

Subject : Request for information regarding graphic design internship opportunities

Dear Ms. Patel

I hope you are well. I am reaching out to request more information about graphic design internship opportunities at your company. Could you please provide me with the necessary details such as eligibility criteria, application process, and duration at your earliest convenience ?

Thank you in advance for your time and assistance

Yashasvi Nyati

Graphic designer