ASSIGNMENT 1: E-MAILS.

**1. Thank You Email**

**Subject:** Thank You for Your Support

**Dear Mr. Rajesh Verma,**

I hope this message finds you well.

I am writing to sincerely thank you for your support during our recent project. Your insights and dedication were instrumental in helping us achieve our goals. I truly appreciate your guidance and cooperation throughout the process.

It was a pleasure working with you, and I look forward to more such collaborations in the future.

Once again, thank you for your valuable contribution.

Warm regards,  
**Abhi Gor**  
(abhigor30@gmail.com | +91-XXXXXXXXXX)

**2. Letter of Apology**

**Subject:** Sincere Apology for Delay in Submission

**Dear Ms. Priya Desai,**

I am writing to extend my sincere apologies for the delay in submitting the final report for our recent assignment. I understand that the deadline was crucial, and my delay may have caused inconvenience to your team.

The delay was due to an unforeseen technical issue, but I take full responsibility for not informing you in time. I assure you that I am taking corrective steps to ensure timely communication and delivery in the future.

Thank you for your patience and understanding.

With sincere apologies,  
**Abhi Gor**  
(abhigor30@gmail.com | +91-XXXXXXXXXX)

**3. Reminder Email**

**Subject:** Reminder: Submission of Pending Documents

**Dear Mr. Rakesh Mehta,**

I hope you are doing well.

This is a kind reminder regarding the submission of the remaining documents related to the onboarding process. As per our last conversation, the due date was June 20, 2025. Kindly share the necessary files at your earliest convenience.

If you need any assistance or clarification, please feel free to reach out.

Thank you for your attention to this matter.

Best regards,  
**Abhi Gor**  
(abhigor30@gmail.com | +91-XXXXXXXXXX)

**4. Quotation Email**

**Subject:** Request for Quotation – Office Furniture Supply

**Dear Mr. Sanjay Kumar,**

I hope this email finds you well.

I am writing to request a quotation for the supply of office furniture for our new branch in Mumbai. The items required include 20 workstations, 10 office chairs, 5 storage cabinets, and 3 conference tables. Kindly provide details including unit prices, delivery timeframes, warranty terms, and any applicable discounts.

Please send the quotation by June 26, 2025, as we are in the final stage of vendor selection.

Looking forward to your response.

Warm regards,  
**Abhi Gor**  
(abhigor30@gmail.com | +91-XXXXXXXXXX)

**5. Email of Inquiry for Requesting Information**

**Subject:** Inquiry Regarding Software Development Services

**Dear Ms. Neha Joshi,**

I hope you are well.

I am interested in learning more about the software development services offered by your company, especially in the area of custom mobile app development. Could you please provide detailed information on the following:

* Technologies used
* Project timelines
* Pricing models
* Support and maintenance packages

If available, please also share your company brochure or portfolio.

Thank you in advance for your time and assistance.

Kind regards,  
**Abhi Gor**  
(abhigor30@gmail.com | +91-XXXXXXXXXX)