

# Thank You Email

Subject: Thank You

Dear Bhavesh Sir,

I am writing to express my sincere gratitude for your support and guidance in helping me strengthen my soft skills. Your insights and feedback—particularly in areas such as [e.g., teamwork, or leadership]—have been invaluable.

I truly appreciate the time and effort you invested in my development, and I am confident that the skills I've gained will have a lasting impact on my professional growth.

Thank you once again for your encouragement and support.

Best regards,

Ajay Jethava

9023488253

[Jethavaajay1801@gmail.com](mailto:Jethavaajay1801@gmail.com)

# Letter of Apology

Subject: Sincere Apology

Dear Bhavesh Sir,

I would like to extend my sincere apologies for [ e.g., my recent lapse in communication, my behavior during the meeting, or any misunderstanding caused]. I understand that this may have impacted our collaboration and team dynamics.

I take full responsibility for my actions and am committed to improving in this area. I am actively working on enhancing my [mention specific soft skill—e.g., communication, active listening, or teamwork] to ensure it does not happen again.

Thank you for your understanding and professionalism. I value our working relationship and appreciate the opportunity to learn and grow from this experience.

Kind regards,

Ajay Jethava

9023488253

[Jethavaajay1801@gmail.com](mailto:Jethavaajay1801@gmail.com)

# Reminder Email

Subject: Friendly Reminder: [Topic or Task Name]

Dear Ashok Bhai,

I hope this message finds you well. I am writing to kindly remind you about [brief description of the task, meeting, or deadline—e.g., the upcoming report due on August 9, our scheduled meeting, etc.].

Please let me know if you need any further information or support. I appreciate your attention to this matter and your continued collaboration.

Thank you, and I look forward to your response.

Best regards,

Ajay Jethava

9023488253

[Jethavaajay1801@gmail.com](mailto:Jethavaajay1801@gmail.com)

# Quotation Email

**Subject: Quotation for [Product/Service Name]**

**Dear Badal Bhai,**

**I hope this message finds you well. Please find below the quotation for [briefly describe the product/service], as requested:**

**Item/Service: [Name]**

**Description: [Brief details]**

**Quantity: [Number]**

**Unit Price: [Amount]**

**Total: [Amount]**

**Validity: [e.g., 30 days from the date of this email]**

**Should you require any clarification or further details, please do not hesitate to contact me. I would be happy to assist.**

**Thank you for considering our services. I look forward to the opportunity to work with you.**

**Best regards,**

**Ajay Jethava**

**9023488253**

**[Jethavaajay1801@gmail.com](mailto:Jethavaajay1801@gmail.com)**

# Email of Inquiry for Requesting Information

Subject: Request for Information on [tiles]

Dear Raja Bhai,

I hope this message finds you well. I am writing to inquire about [ product specifications].

I would appreciate it if you could provide information regarding [list specific points or questions, if any]. This will help me [state the purpose or benefit—e.g., make an informed decision, complete our internal planning, etc.].

Thank you in advance for your time and assistance. I look forward to your response.

Kind regards,

Ajay Jethava

9023488253

[Jethavaajay1801@gmail.com](mailto:Jethavaajay1801@gmail.com)