

[1] thank you email

From : avanipanchotiya@gamil.com
To : akpatel@gmail.com
Subject : Thank You for the Interview

Dear sir,

Thank you for taking the time to meet with me today. I enjoyed learning more about the manager position at SEDANI. Our conversation reinforced my excitement about the role and your team's innovative direction.

I appreciate the opportunity and look forward to the next steps

Best regards,
Avani

[2] Quotation Email

From : topstechnologies@gmail.com
To : kavyapatel@gmail.com
Subject : quotation for digital marketing course

Dear,

I hope this message finds you well.

Thank you for your interest in our institut . Please find below the quotation as requested:

Quotation Details:

- Courses : digital marketing , ui & ux designer
- Quantity: ₹70000
- Price: digital marketing ₹ 35000 and ui & ux designer ₹ 3500
- Payment Terms: full payment 10 % discount

Please let us know if you require any further information or adjustments. We look forward to the opportunity to work with you.

Best regards,
TOPS technologies

[3] Asking for a Raise in Salary

From : avanipanchotiya@gamil.com
To : jayshah@gmail.com
Subject : Request for Salary Raise

Respected sir,

I hope you're doing well.

I would like to formally request a meeting to discuss the possibility of a salary adjustment. Over the past ₹50000, I've taken on additional responsibilities and contributed to all projects successful , or, which I believe have added value to the team and the company.

I truly enjoy being a part of LLIT and am committed to continuing to contribute positively. I would appreciate the opportunity to discuss my current compensation in light of my performance and contributions.

Please let me know a convenient time for you to talk further.

Thank you for your time and consideration.

Best regards,
Avani

[4] Email Asking for a Status Update

From : avanipanchotiya@gamil.com
To : niravshah@gmail.com
Subject :Job Application-manager

Respected ,

I hope you're doing well. I wanted to check in on the status of my application for the manager position submitted on 15 april 2025. I'm still very interested and excited about the opportunity to join your team.

Please let me know if any further information is needed from my side.

Regard,
Avani

[5] Introduction Email to Client

From : avanipanchotiya@gamil.com
To : Mr.khan15@gmail.com
Subject : introduction from avani at SEDANI private Ltd.

Respected sir,

I'm AVANI ,director at SEDANI private Ltd.. I'm excited to begin working with you and support your goals with our services.

If you have any questions or need anything, I'm just an email or phone call away. Looking forward to our collaboration!

Best regard,
Avani