

**(1) Email Asking for a status update**

**To :** [jinalixyz@gmail.com](mailto:jinalixyz@gmail.com)

**Subject :** **Subject: Request for Status Update**

**Dear:** miss jinal,

I hope this message finds you well.

I'm writing to kindly follow up on the documents i submitted on **23 june 2025**, regarding **Project clearance request** .

I would appreciate it if you could provide an update on the current status of the approval process. Please let me know if any additional information or action is required from my side to facilitate the review.

Thank you for your time and support. I Looking forward to your response.

Best regards,  
Vanra benaba,

Team lead- digital marketing

## (2) Thank you Email

To kiranxyz@mail.com

**Subject:** Thank You

Dear: kiranba,

I just wanted to take a moment to thank you for your feedback to my recent presentation. I truly appreciate it and value your guidance and support, thank you for helping me in my work and give your precious time to give a proper feedback.

It was a pleasure working with you with you, and I look forward to staying in touch.

Warm regards,

**Benaba vanra**

client in yours company

## (3) Email of Inquiry for Requesting information

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**To:divyxyz2mail.com**

**Subject:** inquiry regarding course details

Dear **divya bhist**,

I hope this message finds you well.

My name is **Benaba vanra**, and I am writing to inquire about **Digital Marketing** offered by your intitution. I am interested in learning more about the program structure, eligibility criteria admission deadline and any other relevant details.I would greatly appreciate it if you could provide me with more details regarding

Specifically, I am interested in the following:

- Course duration and format ( online/ offline)
- Tuition fees and payment schedule
- Admission requirements
- Application process and important dates

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

Warm regards,  
Benaba vanra

Student  
Tops teq

5670567056

**(4) Resignation Email.**

**To: ishanixyz@gamil.com**

**Subject:** Resignation Letter – Vanra Benaba

Dear : **ramanuj yeyr,**

I hope you're well. I am writing to formally resign from my position as quality check at sky text tile.

This decision was not made lightly, as I have greatly appreciated the opportunities for growth and the support I've received during my time here. Working with you and the team has been a valuable experience, and I'm truly grateful for it.

I will do my best to ensure a smooth transition and am happy to assist in training my replacement or wrapping up outstanding tasks before my departure.

Thank you once again for the opportunity. I hope to stay in touch, and I wish continued success to you and the entire team.

Sincerely,  
**Benaba vanra**

**(5) introduction Email to client**

**To:** bhumixyz@mail.com

**Subject:** Introduction – **Benaba vanra aadhyashree art and beauty**

Dear : **bhumi chauhan,**

I hope this message finds you well. My name is **Benaba vanra**, and I'm **owner** at Aadhyashree art and beauty. I wanted to take a moment to introduce myself as your main point of contact for [brief description of the project, product, or service].

I'm looking forward to working with you and supporting your goals. Please feel free to reach out to me anytime at 3333366666 or via email with any questions or needs.

Let's schedule a time to connect if that works for you — I'd love to learn more about your expectations and how we can best collaborate.

Looking forward to working together!

Best regards,

Benaba vanra

Aadhyashree arts and beauty

7878787878] | [bexyz@gmail.com

Aadhyashree and beauty