

## **1. Thank You Email**

**From :** \_bhavyaaanjana@gmail.com

**To :** amantomar@gmail.com

**Subject:** Thank You for Your Support

Dear Aman Singh Tomar,

Thank you so much for your help me for login building and code structer learning support. I truly appreciate your time and efforts. It really meant a lot to me.

Looking forward to working with you again.

**Warm regards,**

Bhavya Chaudhry

## **2. Letter of Apology**

**From :** \_bhavyaaanjana@gmail.com

**To :** ayushdhaduk@gmail.com

**Subject :** Sincere Apology for the Mistake

Dear Ayush Dhaduk,

I'm really sorry for the inconvenience caused due to I brock your smart phone. It was not intentional, and I take full responsibility.

I assure you that I will take steps to ensure it doesn't happen again. Thank you for your understanding.

**Sincerely,**

Bhavya Chaudhary

### **3. Reminder Email**

**From :** bhavyaaanjana@gmail.com

**To :** jeeltank@gmail.com

**Subject:** Friendly Reminder you don't submit your assignment today send me fast

Dear Jeel Tank,

i remember for you don't submit your assignment please submit your assignment today in 10 am to 5 pm.

Thank you,

**Best regards,**

Bhavya Chaudhry

### **4. Quotation Email**

**From :** bhavyaaanjana@gmail.com

**To :** rajdesai@gmail.com

**Subject:** Quotation for Website Development Services

Dear Raj Desai,

As requested, please find below the quotation for the website development service:

- Item: Custom Business Website Development
- Quantity: 1 Project
- Price (per project): ₹25,000
- Total Amount: ₹25,000

Please let me know if you have any questions or need any modifications to this quotation.

**Best regards,**

Bhavya Chaudhary

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

**From :** \_bhavyaaanjana@gmail.com

**To :** kuldipsisodiya@gmail.com

**Subject:** Request for Information on Digital Marketing Services

Dear Kuldip,

I hope you are doing well. I'm writing to ask for more information about your digital marketing services.

Could you please share the details, including packages, pricing, and duration, at your earliest convenience?

Thank you in advance.

**Best regards,**

Bhavya Chaudhary