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Subject: Inquiry Regarding Gas Agency Services

Dear Sir/Madam

I hope this email finds you well. My name is Rathod Ravi, and I am reaching out to inquire about the services offered by Gujarat Gas Agency. We are interested in exploring your gas supply services for domestic use supply.

Could you kindly provide the following details?

- Pricing structure and available plans
- Delivery terms and timelines
- Booking and payment process
- Any additional services or offers

Additionally, if you have any brochures or documentation about your services, I'd greatly appreciate it if you could share them.

Thank you for your time and assistance. I look forward to your response and hope to discuss how Gujarat Gas Agency can meet our needs.

Best regards,
Rathod Ravi
9316168976

2

Subject: Thank You for the Interview

Dear Mr.Ranveejay Rajput

Thank you for taking the time to interview me for the Python Developer position at Tops institute Company. I enjoyed learning more about the team and the exciting projects you're working on. Please let me know if there's any additional information I can provide.

Best regards,

Ravi D. Rathod

3

Subject: Resignation for my post

Dear Hari Narayan

I am writing to formally resign from my position as Software Developer at Tops Institute technologies, effective two weeks from today, 25/04/2025.

I am grateful for the opportunities and support provided during my time here. This decision was not made lightly, as I have truly valued my experience at Tops Institute Technologies However; I have decided to pursue a new path that aligns with my personal and professional goals.

I am committed to ensuring a smooth transition. I am happy to assist with handing over my responsibilities or training a replacement during my remaining time. Please let me know how I can help.

Thank you for your guidance and understanding. I wish the team and company continued success in the future.

Best regards. D. Rathod
9316168976

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Letter of Apology for Late Fees Payment

Name : Ravi Rathod
Address : Bandhan Arcade,
Pavan city, Sopan Socity,
Modasa 383315
Email : ravirathod100100@gmail.com

To,
Mis. Muskan Shayamnani
Tops Technologies pvt.Ltd
Chimanlal Girdhanlal Road,
Panchvati Society , Ahemdabad
Yours Sincerely
Rathod Ravi
9316168976

Subject: Apology Delay in Payment of fees

Respectd sir/madam

I hope this letter finds you well. I am writing to sincerely apologize for the delay in submitting my 58500 for 2 month I deeply regret any inconvenience this may have caused.

The delay was due to the reason unexpected circumstances however I assure you that this was unintentional and I take full responsibility for the oversight.

I have now cleared the pending amount Rs.25000 on 25/04/2025 and I request you to kindly update the records accordingly I sincerely value Tops technologies institutes and assure you that such delays will not occur in the future

Once again I apologize for the inconvenience and appreciate your understanding Thank you for patience and cooperation

You're sincerely
Rathod Ravi
Roll No- 07

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Subject: assignment submission Remainder: Module 1

Hi gays

This is an assignment submission that the deadline for Module 1 submission is date 30/04/2025 .Kindly ensure it's completed on time

If you've already taken care of this please disregard this email if there's any or delay let me know so I can assist

Thanks
Ravi Rathod
Student
9316168976