

## **1. Thank You Email**

Subject: Thank You for Your Support and Guidance

Dear Sir = Samir Pandya

I hope you are doing well. I am writing to sincerely thank you for your valuable support and guidance during our recent group project. Your timely feedback and suggestions helped us improve our work and complete the task successfully.

I truly appreciate your time and effort. Looking forward to learning more under your guidance.

Warm regards,

**[Amin Darshan P.]**

**[Course= Bachelor of commerce]**

**[Roll Number = 18 Bcom 05766]**

## **2. Letter of Apology**

Subject: Apology for Missing the Class Presentation

Dear [Professor's Samir Pandya],

I sincerely apologize for not attending the class presentation on [18/6/2022]. Due to an unexpected personal emergency, I was unable to inform you in advance.

I understand the importance of punctuality and responsibility, and I assure you this will not happen again. Kindly allow me an opportunity to make up for the missed presentation.

Thank you for your understanding.

Sincerely,

**[Amin Darshan P.]**

**[Course= Bachelor of commerce]**

**[Roll Number = 18 BCom 05766]**

### **3. Email Asking for a Status Update**

Subject: Request for Status Update on Assignment Evaluation

Dear [Professor's Name],

I hope this email finds you well. I am writing to kindly request an update on the status of my assignment titled “Digital Marketing Strategy,” which I submitted on [Submission Date = 18/7/2021].

Your feedback is valuable to me, and I would be grateful if you could share the current status at your earliest convenience.

Thank you for your time.

**[Amin Darshan p.]**

**[Course = Bachelor of commerce]**

**[Roll Number = 18B.com05766]**

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

Subject: Inquiry Regarding Summer Internship Program

Dear [Recipient's Name],

I am a student of [Commerce, ] and would like to inquire about the details of the Summer Internship Program offered by our institution. I am particularly interested in knowing the eligibility criteria, application deadline, and selection process.

I would be grateful if you could provide the relevant information or direct me to the appropriate contact person.

Thank you for your assistance.

**[Amin Darshan p.]**

**[Course = Bachelor of commerce]**

**[Roll Number = 18B.com05766]**

## **5. . Resignation Email**

**Subject:** Formal Resignation Letter

Dear [Manager = Tushar chavda],

I hope this email finds you well. I am writing to formally resign from my position as [credit coordinator] at [Hinduja Leyland finance], effective [Last Working Date, e.g., 30th June 2023].

This decision was not easy, as I have enjoyed being part of the team and appreciate the support and opportunities I've received during my time here. However, due to academic reason if you wish to include – e.g., commitments, personal growth, or new opportunities], I believe this is the right step forward.

I assure you that I will complete all pending tasks and assist in the transition process to ensure a smooth handover.

Thank you once again for your guidance and encouragement.

**Sincerely,**

**[Amin Darshan P.]**

