# Professional Email Examples

## Thank You Email

Subject: Thank You for Your Support  
  
Dear ABC,  
  
I hope this message finds you well. I am writing to express my heartfelt thanks for your guidance during the recent project. Your support was invaluable and contributed significantly to our success.  
  
Please let me know if I can assist you in any way in the future. Once again, thank you for your time and effort.  
  
Best regards,  
Dipak

## Letter of Apology

Subject: My Sincere Apologies  
  
Dear ABC,  
  
I am writing to sincerely apologize for missing the deadline for submitting the report. I understand the inconvenience this has caused, and I take full responsibility for the oversight.  
  
To prevent this from happening again, I have specific steps taken to address the issue. I deeply value your understanding and am committed to ensuring better performance in the future.  
  
Thank you for your patience and consideration.  
  
Sincerely,  
Dipak

## Reminder Email

Subject: Deadline reminder   
  
Dear ABC,  
  
I hope this email finds you well. I wanted to kindly remind you about [specific task, e.g., the upcoming submission deadline for the monthly report due on 12/01/2025.  
  
If there are any challenges or updates related to this, please let me know. I am happy to assist if needed.  
  
Looking forward to your response.  
  
Best regards,  
Dipak

## Email of Inquiry for Requesting Information

Subject: Request for Information on pricing  
  
Dear [Recipient's Name],  
  
I hope you are doing well. I am reaching out to request more information regarding your services in data analysis . I would appreciate it if you could share details about pricing and timelines.  
  
Please let me know if you need any additional details from my side. Thank you for your time, and I look forward to your response.  
  
Best regards,  
Dipak

## Resignation Email

Subject: Resignation Letter  
  
Dear ABC,  
  
I am writing to formally resign from my position as data analyst at Adani electric, effective typically two weeks from the date.  
  
Working at Adani electric has been a privilege, and I am grateful for the opportunities I have had to grow professionally.  
  
Please let me know how I can assist in ensuring a smooth transition. I wish the team continued success in the future.  
  
Thank you for everything.  
  
Sincerely,  
Dipak