

Name: Dipesh khatri

Subject: Soft-Skill

Assignment: Effective communication

1. Letter of Apology.

To: karankhanna54@gmail.com

Subject: Apology for my recent performance in Cyber Crime Reporting project.

Respected Mr. Khanna,

I hope you're doing well. I want to sincerely apologize for not meeting expectations with my recent work. I understand that I haven't performed at the level that's needed, and I take full responsibility for that.

Thank you for the opportunities and trust you've given me. I am sorry I couldn't meet the standard. It wasn't due to a lack of effort or interest, I have been trying, but I know that effort alone isn't enough if the results don't show.

I'm taking time to reflect on where I went wrong and how I can do better. I am open to any feedback you may have. Whether I continue in this role or move on, I want to learn from this and grow.

Thank you for your understanding.

Warm regards,

Dipesh khatri

2. Email of Inquiry for Requesting Information.

To: anjlipatel879@gmail.com

Subject: Inquiry for a label printing machine

Dear Ms. Anjali Patel,

I hope this message finds you well.

I am writing to inquire about your label printing machines at SK Engineering. We are currently exploring options for a reliable and efficient label printing solution for our operations, and we came across your company during our research.

Could you please share more details about the models available, specifications, pricing, and lead time for delivery? It would also be helpful to know about after-sales support and warranty terms.

Looking forward to your response.

Best wishes,
Dipesh khatri
DEEP PACKGING

3. Asking for a Raise in Salary.

To: crawltechnology12@gmail.com
Subject: Proposal for Salary Adjustment Based on Performance

Dear Mr. Hardik Chauhan,

I am writing to formally request a review of my current salary as a Technician at CRAWL Technology.

Since joining the company, I have taken on increased responsibilities and consistently worked to ensure the smooth operation of our technical systems. I am proud of my contributions to the team and my ability to quickly and effectively resolve issues, which has been critical to our daily operations. I am confident that my efforts have added significant value to the company.

I am enthusiastic about my future with CRAWL Technology and believe a salary increase would reflect my contributions and the expanded scope of my role. I would appreciate the opportunity to discuss this with you further.

Thank you for your time and consideration.

Best regards,
Dipesh khatri
Technician

4. Resignation Email.

To: crawltechnology12@gmail.com

Subject: Resignation as a technician

Dear Mr. Hardik Chauhan,

Please accept this email as my formal resignation from my role as Technician at CRAWL Technology.

I'm grateful for the opportunities I've been given during my time here. I've truly enjoyed my experience and appreciate the support and guidance I've received.

I am committed to ensuring a smooth transition during my final two weeks. I'm happy to assist in training my replacement and wrapping up any outstanding projects.

I wish you and the company all the best for the future.

Your Sincerely,

Dipesh khatri

5. Introduction Email to Client.

To: sahilmehta526@gmail.com

Subject: introduction about Global Garner Sales and Service

Hi Mr. Sahil Mehta,

I hope this message finds you well!

My name is Dipesh Khatri, and I am reaching out on behalf of Global Garner Sales and Service, a dedicated digital marketing agency that helps businesses grow their online presence and reach their target audience effectively.

We specialize in running high-performing ad campaigns on Instagram and Meta (Facebook) two of the most powerful platforms for brand visibility and customer engagement. Our goal is to help your products and services reach the widest and most relevant audience possible.

What sets us apart? We provide Expertly managed ad campaigns on Instagram & Meta, A dedicated account manager to guide you every step of the way, Customized strategies to maximize your reach and return on investment and Continuous performance tracking and optimization.

Whether you're just getting started with digital marketing or looking to improve your current results, we're here to help.

Let's connect to understand your goals and discuss how we can support your growth. Let me know what time works best for you!

Looking forward to connecting.

Best regards,
Dipesh Khatri