**1) Thank you Email**

From:-harshilprajapati5002@gmail.com

To:-ketumam123@gmail.com

### **Subject:** Thank You for Your Guidance and Support

Dear Ketu Ma’am,

I hope you are doing well. I wanted to take a moment to sincerely thank you for your invaluable guidance and support in improving my soft skills. Your insights and teachings have been incredibly helpful in enhancing my communication, confidence, and overall professional development.

I truly appreciate the time and effort you have invested in helping me grow, and I am grateful for the positive impact it has had on me. Your mentorship has made a significant difference, and I look forward to applying these skills in my career journey.

Once again, thank you so much for your support. I am looking forward to learning more from you in the future.

Best regards,  
Harshil Prajapati

**2. Asking for a Raise in Salary**

From:-harshilprajapati5002@gmail.com

To:- mrgrey911@gmail.com

### **Subject:** Request for Salary Review

Dear Mr. Grey,

I hope you are doing well. I would like to formally request a review of my current salary, considering my contributions and responsibilities within the organization. Over the past 6 months, I have taken on additional responsibilities and have worked diligently to winter project.

I truly appreciate the time and effort you have invested in helping me grow, and I am grateful for the positive impact it has had on me. Your mentorship has made a significant difference, and I look forward to applying these skills in my career journey.

Once again, thank you so much for your support. I am looking forward to learning more from you in the future.

Best regards,  
Harshil Prajapati  
**Data Analyst**

**3. Letter of Apology**

From:-kabirsingh36@gmail.com

To:- vijay.grey50@gmail.com

### **Subject:** Apology for Misbehaviour in College

Dear Vijay Sir,

I hope you are doing well. I am writing to sincerely apologize for my misbehaviour in college on [mention date]. I deeply regret my actions and understand that they were inappropriate and not in line with the discipline and values of our institution.

I take full responsibility for my behaviour and assure you that it was not my intention to cause any disruption or disrespect. I have reflected on my actions and will ensure that such behaviour is not repeated in the future.

Once again, I sincerely apologize for any inconvenience or disappointment I may have caused. I appreciate your understanding

and guidance, and I am committed to maintaining a respectful and disciplined approach moving forward.

Thank you for your time and consideration.

Best regards,  
Kabir Singh  
SUK203943CE032  
Computer Science **Engineering**

**4. Quotation Email**

From:-harshilprajapati5002@gmail.com

To:- jay.panchal7710@gmail.com

### **Subject:** Request for Quotation – Product Development Services

Dear Jay Panchal,

I hope you are doing well. I am reaching out on behalf of **HP Technologies** to request a quotation for **product development services** that we are considering for our business needs.

Could you please provide the following details?

* Pricing structure
* Available discounts (if any)
* Delivery timelines
* Payment terms

If you require any additional information to prepare the quote, please let me know. Looking forward to your response at your earliest convenience.

Best regards,  
Harshil Prajapati  
Business Development Manager  
HP Technologies

Mobile:1287684935

**3. Reminder Email**

From:-harshilprajapati5002@gmail.com

To:- [hpmarketing12@gmail.com](mailto:hpmarketing12@gmail.com)

**CC:** raj.mehta@gmail.com, neha.shah@gmail.com

#### **BCC:** hr.manager@gmail.com

Subject: Urgent Reminder: Final Submission Deadline – Marketing Project

Dear Team,

I hope this email finds you well. This is a strict reminder regarding the submission of our ongoing project, "Customer Engagement Strategies for Digital Marketing," which is due on Friday, March 22, 2025. This is a non-negotiable deadline, and any delays will not be tolerated.

As previously discussed, the project must be submitted in its final version with the following requirements met:

1. Comprehensive Research & Analysis – Ensure all insights, case studies, and data-driven strategies are included.

2. Well-Structured Report & Presentation – The document must be formatted professionally, with proper citations and references.

3. Clear Marketing Strategy & Recommendations – Highlight actionable plans for improving customer engagement.

4. Final Review & Proofreading – The report should be error-free and polished for submission.

All submissions must be sent to [Your Email] no later than 6:00 PM on March 22, 2025. If you encounter any unforeseen issues, inform me before the deadline, as last-minute excuses will not be accepted.

I expect strict compliance with this timeline, as this project is crucial for our department's performance and reputation.

Best regards,

Harshil Prajapati

Head of Marketing Department

HP Technologies