

1. Thank You Email

Subject: Thank You

Dear ma'am,

Thank you for your help with [project/task]. I really appreciate your support and guidance.

Best regards,
Hitesh baldaniya

2. Letter of Apology

Subject: Apology for [Issue]

Dear ma'am,

I'm sorry for [what happened – e.g., missing the meeting]. I understand it caused inconvenience, and I will make sure it doesn't happen again.

Thank you for your understanding.

Sincerely,
Hitesh baldaniya

3. Reminder Email

Subject: Reminder for [Task/Deadline]

Dear ma'am,

Just a reminder about [task or deadline] due on [date]. Please let me know if you need anything from me.

Best regards,
Hitesh baldaniya

4. Quotation Email

Subject: Quotation for [Product/Service]

Dear ma'am,

Please find the quotation for [product/service] below:

- Item: burger

- Quantity: 9173787390
- Price: ₹ 70
- Delivery: 30min

Let me know if you have any questions.

Kind regards,
Hitesh baldaniya

5. Email of Inquiry for Requesting Information

Subject: Request for Information

Dear ma'am,

I hope you are doing well. I would like to request some information about [topic]. Please let me know the details when you can.

Thank you,
Hitesh baldaniya