THANK YOU EMAIL

Subject: Thank You!

Dear Kritika

I hope this message finds you well.

I wanted to take this opportunity to express my sincere gratitude for your support and guidance throughout my BCA education.
Your Encouragement and guidance, particularly in my studies. I appreciate your effort and time, and I feel more confident to proceed with skills and knowledge I've acquired under your guidance.

Thank you once again for being such a valuable part of my learning experience.

Warm regards,

HARSHITA KHANDELWAL

INTRODUCTION EMAIL TO CLIENT

Subject: Introduction – Harshita Khandelwal

Dear Jayesh,

I hope you are doing well.

My name is Harshita Khandelwal and I am studying the MERN Stack at TOPS Technologies Institute. I am writing to introduce myself because I will be collaborating with you on building an online class teaching
platform. The assignment is to build basic features like user authentication, scheduling classes and role-based access
for the teachers and the students — all with technologies like SQL for database management and the .NET framework for backend development.

I look forward to working with you and contributing to your project.
I'm dedicated to delivering my best work and being open and prompt in communication throughout. You're welcome to post any expectations, guidelines, or project details to enable us to get started smoothly.

Looking forward to working with you.

Best regards,
Harshita Khandelwal
BCA Student, TOPS Technologies Institute
Email: harshitakhandelwal908@gmail.com
Phone: +91-9784606676
LinkedIn: https://www.linkedin.com/in/harshita-khandelwal-479 GitHub:
https://github.com/hkhandelwal116

ASKING FOR A RAISE IN SALARY

Subject: Request for Salary Revision

Dear Sanjay Khandelwal,

I wish you were in good health.

I am writing to officially ask for a revision of my present salary. Over the last 6 months, I have had the chance to work towards creating an online class teaching portal, where I have been assigned tasks including user authentication, SQL-based database integration, as well as backend support through .NET technologies. I feel that my work and performance have helped the team develop in a positive manner.

Being a BCA student who is constantly juggling academics with real-life responsibilities, I have been persistently using my learning to solve real-life problems, enhancing my technical skills as well as problem-solving skills. I have initiated things, completed tasks within deadlines, and worked as a team—showing my dedication and development towards this position.

Given these contributions, I respectfully ask that you review my current compensation and make a change.

I would be more than happy to discuss this with you in person at your earliest convenience.

Thank you for your time and consideration.

Warm regards,

Harshita Khandelwal

Intern – Web Development (MERN Stack + .NET)

Phone: +91-9784606676

Email: harshitakhandelwal908@gmail.com

EMAIL TO YOUR BOSS ABOUT

Subject: Requesting Help on Backend Integration Issue

Dear MR Boss,

I hope you are in good health.

I am writing to notify you of an issue that I am currently having with backend integration while working on the online class teaching platform project. In particular, I am having a problem integrating the SQL database with the .NET backend, which is impacting the overall user login and data retrieval functionality.

Even after my own troubleshooting via documentation, peer forums, and debugging code, the problem remains. It now affects the project development and can possibly threaten our future milestone.

I would appreciate your aid or assistance with this issue. If you're free, I'd be glad to talk more about this at your convenience and give more precise information.

Thank you for your time and consideration.

Warm regards,

Harshita Khandelwal

Intern – Web Development (MERN Stack + .NET)

Phone: +91-9784606676 Email: harshitakhandelwal908@gmail.com

Email asking for the email update

Subject: Request for Status of Previous Project

Dear [Recipient's Name],

I wish you well in this message.

I am writing to respectfully request an update on the status of my last project – the Online Class Teaching Platform, which was worked on backend development with .NET and SQL. I would be grateful if you could let me know about any feedback, review, or the next step on it.

Kindly advise me if further feedback from my end is required to aid in wrapping up or progressing the project.

Looking forward to your response.

Best regards,

Harshita Khandelwal

Intern – Web Development (MERN Stack + .NET)

Contact: +91-9784606676 Email: harshitakhandelwal908@gmail.com