**Thank You Email**

**Subject:** Thank You for the Promotion

Dear **Mr. Rakesh Shah** (Admin Head) and **Ms. Priya Desai** (HR Manager),

I am truly Honored and grateful for the opportunity to step into the new role of **Senior Executive – Administration & Facilities**. Thank you for recognizing my contributions and believing in my potential to take on greater responsibilities.

Your continued support, mentorship, and encouragement have played a vital role in my professional growth. I would especially like to thank **Mr. Rakesh Shah** for his guidance and **Ms. Priya Desai** for her support throughout the process.

I am committed to delivering my best in this new position and contributing effectively to the department's and company’s overall goals. I look forward to this new chapter with enthusiasm and dedication.

Thank you once again for your trust and support.

Warm regards,  
**Panchal Ishika**   
Admin & Facilities Department  
Arvind Limited  
panchalishika@email.com

Reminder Email

**Subject:** Reminder: Pending Payment Invoice – F&B Services (June 2025)

Dear **Mr. Rudra Trivedi**

I hope you are doing well.

This is a gentle reminder regarding the **pending payment invoice #DLCT-0625**, dated **3rd July 2025**, for the F&B services provided in June at **Arvind Limited – Dubai Unit**.

Kindly check with your accounts team and let us know the expected date of payment processing. Please share the UTR number once the payment is made.

Looking forward to your confirmation.

Best regards,  
**Ishika Panchal**  
Executive – Administration & Facilities  
Arvind Limited  
ishika.panchal@gmail.com

Asking for a Raise in Salary

**Subject:** Request for Salary Revision

Dear **Mr. Rakesh Shah** (Admin Head),

I hope you are doing well.

I am writing to formally request a revision in my current salary based on my contributions, responsibilities, and the evolving demands of my role in the **Administration & Facilities Department** at **XYZ Corporation**.

Over the past [5 years], I have taken on various responsibilities including **MIS preparation, vendor coordination, invoice processing for housekeeping, courier, F&B services, and handling facility-related reports and surveys.** I have consistently aimed to maintain accuracy, timeliness, and professionalism in all assigned tasks.

Considering the scope of work and my dedication to ensuring smooth administrative operations, I would be grateful if you could kindly consider a salary increase that reflects my performance and value to the organization.

I am open to discussing this further at a convenient time and would appreciate your feedback.

Thank you for your time and consideration.

Warm regards,  
**Ishika Panchal**  
Executive – Administration & Facilities

Newly Corporation  
ishika.panchal@gmail.com

Email to Your Boss About a Problem (Requesting Help)

**Subject: Request for Assistance – System Access Issue**

Dear **Mr. Rakesh Shah**,

I’m currently unable to access the **vendor invoice tracking system**, which is affecting my ability to update and submit reports on time. I have tried basic troubleshooting, but the issue persists.

Requesting your support in escalating this to the IT team for a quick resolution.

Thank you for your help.

Best regards,  
**Ishika Panchal**  
Executive – Admin & Facilities  
**Vedanta Textiles Pvt. Ltd.**

**Quotation Email**

**Subject: Quotation Request – F&B Services for Meeting on 5th August**

Dear **Mr. Rahul Trivedi**,

I hope you're doing well.

We are arranging an internal meeting at **Vedanta Textiles Pvt. Ltd. – Kalol Unit** on **5th August 2025** for **25 people**, and we’d like to request a quotation for veg lunch (Gujarati + Punjabi), 2 desserts, water bottles, and service staff.

Kindly share the item-wise quote including taxes, service charges, and payment terms by **27th July 2025**.

Looking forward to your response.

Best regards,  
**Ishika Panchal**  
Executive – Admin & Facilities  
Vedanta Textiles Pvt. Ltd.  
ishika.panchal@vedanta.com