# Thank You Email

**From:**jayv16121@gmail.com

**To:**hr.recruitment@techsolutions.com

Subject: Appreciation for Your Support on My Project

Dear Mr. Khan,

Thank you so much for helping me with my project. I really appreciate your time and support.

Best regards, Jay Vaghela

# Letter of Apology

**From:**jayv16121@gmail.com

**To:**riya.patel@innovatech.com

Subject: Apology for the Mistake in the Report

Dear Ms. Patel,

I’m really sorry for the mistake I made in the report. It was not intentional, and I’ll make sure it doesn’t happen again.

Sorry for the trouble caused.

Sincerely,

Jay Vaghela

# Reminder Email

**From:**jayv16121@gmail.com

**To:**sharma@techsolution.com

Subject: Reminder About Tomorrow’s Meeting

Dear Mr. Sharma,

Just a quick reminder about our meeting tomorrow at 10 AM. Please let me know if the time still works for you.

Thank you! Jay Vaghela

# Quotation Email

**From:**jayv16121@gmail.com

**To:**neerdesai@gmail.com

Subject: Quotation for Cement Supply

Dear Mr. Desai,

Please find below the quotation for your cement order:

* Cement Type: OPC 53 Grade
* Quantity: 100 bags
* Price: ■390 per bag

Let me know if you’d like to confirm the order.

Best regards, Jay Vaghela

# Email of Inquiry

**From:**jayv16121@gmail.com

**To:**patel@infotech.com

Subject: Inquiry About Your Steel Products

Dear Mr. Patel,

I would like to know more about your steel products. Could you please send me the price list and available sizes?

Thank you for your help.

Sincerely,

Jay Vaghela