**Email writing on any 5 out of 10 scenarios**

**1) Letter of apology**

Krupali pithiya

25-09-2024

Dear komal,

I’m writing to Sincerely Apologize for My Rudeness during Our Last Conversation. I Let My Emotions For My Rudeness During Our Last Conversation. I Let My Emotions Get The Better Of Me, And I Regret Any Hurt Hurt I Caused You. You’ve always been a Supportive Friend, And I Deeply Value Our Relationship. I’m committed to Being More Mindful and Respectful In The Future. If you’re Open It, I’d Love To Talk Things Through. Thank You For Your Understanding, And I Hope We Can Move Past This.

Warm Regards,

Pithiya Krupali

**2)Reminder Email**

**Subject: Reminder: Important Task**

Dear Dhruv sir,

I hope this message finds you well. I wanted to gently remind you about the client meeting that is due on tomorrow. It’s crucial for our company's reputation, and I believe completing it on time will help us meet our project goals.

If you need any assistance or additional information, please let me know. I’m here to help ensure we stay on track.

Thank you for your attention to this matter

**3)Asking for a raise in salary**

Subject: Request for Salary Review

Dear dhruvsir,

I hope you’re doing well. I would like to request a review of my current salary. Over the past few years, I have taken on additional responsibilities and contributed to many achievements and fulfil every tasks

Given the value I bring to the team and the market trends, I believe a salary adjustment is warranted. I am committed to continuing my growth and contributing to our success.

I would appreciate the opportunity to discuss this further at your convenience.

Thank you for considering my request.

Best regards,

Krupali pithiya

**4) Email of inquiry for requesting information**

Subject: Inquiry for Travel Information

Dear Ajay Modi,

I hope this message finds you well. I am interested in planning a trip and would like to request more information regarding Dubai package. Could you please provide details on availability, pricing, and any special offers? Additionally, any recommendations for activities or itineraries would be greatly appreciated.

Thank you for your assistance. I look forward to your prompt response.

Best regards,

Pithiya krupali

Mo:01234 56789

**5) Thank you Email**

Subject: letter for showing gratitude

Dear komal,

I hope you're doing well. I just wanted to thank you for all the help you gave me during the project. Your advice and support really made a big difference, and I couldn’t have done it without you.

Whether it was brainstorming ideas or helping with last-minute work, you were always there when I needed you. I’m really grateful for everything you did to make sure things went well.

Thanks again for being such a great friend and helping me out. I’m excited to work together again in the future!

Kind regards,

Krupali pithiya