

## 1. Thank you Email

Subject: Thank You for Your Logo Order

Dear Mr. Patel,  
Greeting of the day,

Thank you for choosing me for your logo design needs. We're excited to work with you and bring your vision to life.

Our team will begin working on your logo promptly, and we'll keep you updated throughout the process. If you have any additional details or ideas you'd like to share, please don't hesitate to let us know.

We truly appreciate your trust in us and look forward to delivering a design that represents your brand beautifully.

Best regards,  
Krina Patel

## 2. Reminder Email

Subject: Friendly Reminder: Logo Order Status Update

Dear Mr.Patel,  
Greeting of the day,

I hope this email finds you well. I just wanted to send a quick reminder regarding the status update for our logo order.

We're eager to see the progress and are excited to move forward with the next steps. Please let us know if there's any update or if you require any additional input from our side to assist the process.

Looking forward to hearing from you soon. Thank you for your attention, and we appreciate your time and efforts.

Best regards,  
Krina Patel

## 3. Letter of Apology

Subject: Apology for Delay on Your Logo Order

Dear Mr.Patel,  
Greeting of the day,

I hope this message finds you well. I'm reaching out to sincerely apologize for any delays or inconvenience regarding your logo order.

We truly value your trust in us and want to assure you that we are working diligently to complete your project. Our goal is to deliver a design that meets your expectations, and we appreciate your patience and understanding as we finalize the details.

If there's anything we can do to make up for this delay or clarify the current status of your order, please don't hesitate to let us know. We're committed to delivering a high-quality result as quickly as possible.

Once again, I deeply apologize for the delay and thank you for your continued support.

Best regards,  
Krina Patel

## 4. Asking for a Status Update

Subject: Follow-Up: Status Update on Logo Order

Dear Mr. Patel,  
Greeting of the day,

I hope you're doing well. I'm writing to kindly request an update on the status of our logo order. We're excited to see the progress and are looking forward to hearing from you regarding the current stage of the design process.

If there's anything you need from my end to help move things forward, please don't hesitate to let me know.

Thank you for your time, and I appreciate your attention to this matter. Looking forward to your reply.

Best regards,  
Krina Patel

## 5. Asking for a Raise in Salary

Subject: Asking for raise Pricing

Dear Mr.Patel,  
Greetins of the day,

I hope you're doing well. I wanted to share an update on your logo design and discuss the adjustments we've made based on your recent feedback and requests.

The updates we incorporated involve refined detailing and improved aesthetics for a more polished look."These changes require additional time and resources to ensure we deliver a high-quality result that aligns with your expectations.

As such, I'd like to kindly request an adjustment to the original cost. The revised price for the project is increasing 2% of original price. Please let me know if this works for you, and I'd be happy to provide an updated invoice for your review.

Thank you for your understanding and continued trust in our work. I'm confident you'll love the final design, and I look forward to hearing your thoughts!

Best regards,  
Krina Patel