



An apology for a potential delay

1 message

Krish J <krishjariwala1509@gmail.com>
To: Krish J <krishjariwala1509@gmail.com>

Thu, 17 Jul, 2025 at 10:05 am

I hope this email finds you well.

I am writing this email to address an issue that could potentially affect you and our agreement. In last few days we have faced many problems and technical difficulties due to which I am sorry to say but we won't be able to deliver your project on our originally agreed timeline.

I on behalf of my team apologise for the inconveniences. We will still try our best to settle the issues and deliver the project as soon as possible.
However if these efforts don't work out then I would be glad to meet again and discuss the new timeline which could work out for both of us.

Once again, I apologise for the inconvenience and disruptions caused. I look forward to work with you the resolve this issue soon.

Thank you for your understanding.

Yours sincerely,
Krish Jariwala



Inquiry for requesting information

1 message

Krish J <krishjariwala1509@gmail.com>
To: Krish J <krishjariwala1509@gmail.com>

Thu, 17 Jul, 2025 at 10:04 am

I hope this email finds you well.

I am kindly writing this email requesting you to provide us with additional information regarding your business, along with any specific features you would like us to incorporate with your website.

If possible, we could perhaps meet in person to discuss your requirements in more detail, like different design patterns and platforms of your choice. I would be happy to provide our best efforts and experience to ensure your website meet industry standards.

I look forward to hearing from you soon.

Yours sincerely,
Krish Jariwala



Asking for status update

1 message

Krish J <krishjariwala1509@gmail.com>
To: Krish J <krishjariwala1509@gmail.com>

Thu, 17 Jul, 2025 at 6:12 pm

Respected sir,

I hope this email finds you well.

I am the project manager for the project id 1111.
A few days ago I handed over the completed website under the above project to your department for testing and verification. But unfortunately we haven't received any concrete update yet.

Due to fixed timeline and delivery date coming soon, I request you to provide us a detailed status update of the project along with the result date.

I hope to hear from you soon.

Yours Sincerely,
Krish Jariwala



Asking for a Raise in salary

1 message

Krish J <krishjariwala1509@gmail.com>
To: Krish J <krishjariwala1509@gmail.com>

Thu, 17 Jul, 2025 at 6:14 pm

Respected sir,

I hope this email finds you well.

For the last two years I have had the privilege to work in this company. And throughout this period I have learned a lot from my colleague and industry experts. This company has helped me develop and polish my skills and knowledge. Apart from that i have had opportunitys to lead and work on several projects. With that in mind, i am writing this email requesting you to review my salary prospects and if possible promote me ahead of my current status.

I hope to meet you in person and negotiate this with you soon.

Yours Sincerely,
Krish Jariwala



Introduction email to client

1 message

Krish J <krishjariwala1509@gmail.com>

Thu, 17 Jul, 2025 at 4:58 pm

To: Krish J <krishjariwala1509@gmail.com>

Dear XYZ,

I hope this email finds you well.

I am Krish Jariwala, the lead manager for your project.

First of all I alongwith my team whole heartedly thank you for choosing AbcWebTech.

We here at AbcWebTech believe at delivering industry grade websites and there by strengthening your online presence. Over the years our company has build and managed hundreds of websites for variety of business units and there by increasing their sales and overall outreach of their products.

We are happy to work with you in delivering the best of our services in favour of your business units.

I look forward to hearing from you soon.

Yours Sincerely,

Krish Jariwala

AbcWebTech