1. **Thank You Email**

**Subject:** Thank You for Your Support and Guidance

**Dear sir,**

I hope this message finds you well.

I am writing to sincerely thank you for your continuous support and guidance throughout

the project. Your insights and encouragement made a significant difference in

the outcome, and I truly appreciate the time and effort you invested in helping me.

I look forward to working with you again in the future.

**Warm regards,**  
Krunal Makwana  
Student – Diploma in Web Designing and Development  
TOPS Technology.

**2. Letter of Apology**

**Subject:** Sincere Apology for the Delay

Dear sir,

I am writing to sincerely apologize for the delay in submitting the Work

Item that was due on 12 sept 2025. I understand the importance of timely submissions and

regret any inconvenience caused by this delay.

Please rest assured that I am taking corrective steps to ensure such issues do not arise in the

future.

Thank you for your understanding.

Sincerely,  
Krunal Makwana  
Student – Diploma in Web Designing and Development  
TOPS Technology.

**3. Email Asking for a Status Update**

**Subject:** Request for Status Update on Implementing User Authentication Module

Dear sir,,

I hope you are doing well.

I am writing to kindly request a status update on the Project assigned on

22 august 2025 . Knowing the current progress will help in aligning our next steps accordingly.

Looking forward to your response.

Best regards,

Krunal Makwana  
Student – Diploma in Web Designing and Development  
TOPS Technology.

**4. Email to Your Boss About a Problem (Requesting Help)**

**Subject:** Requesting Guidance on “Smart Home Automation System”

Dear sir,

I hope you're doing well.

I am currently facing an issue with [briefly describe the problem], which is affecting the

progress of “Smart Home Automation System”

. Despite trying a few solutions, the problem still persists.

I would appreciate your guidance on how best to proceed or if you could suggest a time for a quick discussion.

Thank you for your support.

Sincerely,

Krunal Makwana  
Student – Diploma in Web Designing and Development  
TOPS Technology .

**5. Introduction Email to Client**

**Subject:** Introduction – KRUNAL Makwana, **Infronix Labs**

Dear Client's sir,

I hope this email finds you well.

My name is KRUNAL Makwana, and I recently joined **Infronix Labs** as a **Software Developer**.

I will be your point of contact for I will be your point of contact for all technical aspects of the Smart Home Automation System.

Please feel free to reach out to me for any assistance or information you may need. I look forward to working with you.

Warm regards,  
Krunal Makwana  
**Infronix Labs.**