

1. Thank You Email

Subject: Thank You for Your Support

Dear Sir/Mam,

I hope you are doing well.

I just wanted to say thank you for your support and guidance. I really appreciate your help, and it means a lot to me.

Looking forward to working with you again.

**Best regards,
Krunal**

2. Quotation Email

Subject: Request for Quotation

Dear Sir/Mam,

I hope this email finds you well.

I am writing to request a quotation for the products/services mentioned below:

I am writing to request a quotation for the following items:

10 pieces of wireless mouse

5 mechanical keyboards

20 USB 32GB pen drives

Please provide the best possible prices and delivery timeline.

Looking forward to your response.

**Best regards,
Krunal**

3. Inquiry Email for Requesting Information

Subject: Requesting Information Regarding I would like to request some information regarding your Internship Program.

Dear Sir/Mam,

I hope you are doing well.

I would like to request some information regarding Could you please share the relevant details about the upcoming exam schedule?

Could you please share the relevant details at your earliest convenience?

Thank you for your support.

**Best regards,
Krunal**

4. Asking for Raise in Salary

Subject: Request for Salary Increment

Dear Sir/Mam,

I hope you are doing well.

I would like to request a revision in my salary, considering my performance and contribution to the team. I have consistently met my goals and taken on additional responsibilities.

I would be grateful if you could consider my request for a salary increment.

Thank you for your understanding.

**Best regards,
Krunal**

5. Resignation Email

Subject: Resignation Letter

Dear Sir/Mam,

I hope you are doing well.

Please accept this email as formal notice of my resignation from my position at the company, effective [mention date].

I am thankful for the opportunities and support provided during my time here.

Please let me know if any formalities are required from my end.

Sincerely,

Krunal