1. **Thanking mail -**

Subject: Thanking Ashish Sir for his help on completing the first project of this company.

Respected Sir

I hope this email gets to you. I would really like to sincerely thank you for your assistance that you gave me on my first project for this company.

I truly appreciate the support that you provided me and will be forever grateful for it.

I look forward to continuing to work together and am ambitious about what we can accomplish together.

Once again, thank you.

Best regards,

Krutanshu Bhatt

Jr. Data Analyst, Genpact.

1. Reminder Mail

Subject: Reminder: This mail is for a gentle reminder of sending the requested information.

Respected Sir/Ma

Hope you are doing well. This email is being sent with regard to give you a reminder regarding requesting for the sales data for year 2021 – 2024.

Would request you to send the sales data by end of day so that the work can be continued flawlessly.

Please let me know if you need any further information or assistance. Your attention to this matter would be appreciated and look forward to hearing from you soon.

Thank you.

Best regards,

Krutanshu Bhatt

Jr. Data Analyst, Genpact.

5). Mail for inquiry.

**Subject:** Inquiry About Data Analysis Reports

Respected Sir/Mam

Hope you are doing well. I am writing this to inquire about **Analysis report** and would appreciate more details regarding the dataset.

I would be grateful if you could provide additional data or relevant information that may help in making informed visual insights.

Looking forward to your positive response.

Thank you.

**Best regards,**  
Krutanshu Bhatt  
Jr. Data Analyst, Genpact

7) Salary increment mail

**Subject:** Request for Salary Review

Respected Sir/Mam,

I hope you’re doing well.

I would like to request a review my current salary, considering my contributions as a **Jr. Data Analyst at Genpact**. Over the past **[2.7 years]**, I have worked diligently on **certain number of high level projects** adding value to the company.

I would appreciate the opportunity to discuss a salary adjustment(hike) that aligns with my role. Please take it into consideration and let me know.

Looking forward to your response.

**Best regards,**  
Krutanshu Bhatt  
Jr. Data Analyst, Genpact

10) Introductory mail to client.

Subject: Introduction – Krutanshu Bhatt, Jr. Data Analyst at Genpact

Dear Social Buzz Team,

I hope you’re doing well.

I’d like to take a moment to introduce myself—I’m Krutanshu Bhatt, a Jr. Data Analyst at Genpact as mentioned above. I look forward to collaborating with you and assisting you with the visual data insights to ensure smooth and insightful decision-making.

Please feel free to reach out if you need any assistance. Looking forward to working together!

Sincerely,  
Krutanshu Bhatt  
Jr. Data Analyst, Genpact