

## \* Assignment

1.

To: ABC

Subject: Thank you for your support

Dear ABC

I hope you are doing well. I wanted to take a moment to sincerely thank you for the opportunity to collaborate. Your generosity truly made a difference in making my work

I especially appreciate the resources you provided, as your patient is guiding me. It has been incredibly valuable, and I am grateful for your help.

Looking forward to working together again. Please let me know if I can even be of assistance to you.

once again, Thank you for everything

Best regards

Kirti



2.

To : ABC

Subject: Friendly reminder

Dear ABC

I hope you are doing well. I just wanted to send a quick reminder about upcoming meeting scheduled for tomorrow at 10:00 AM.

As discussed bring your document or be prepare for presentation. please let me know if there are any updates or if ~~you~~ you need any assistance.

Looking forward to seeing you at the meeting, receiving your feedback, ~~so~~ please feel free to reach out if you have any questions.

Thank you, and I appreciate your time!  
Best regards  
Anshu



3

To: HR of company  
Subject: Request for salary

~~Dear~~  
Good morning, sir.

I hope you are doing well. I appreciate the opportunity to be a part of company and contribute to raise my salary. Over the past, I have been committed to delivering high quality work and continuously improving my skills to support the team's success.

Given my contribution, increased responsibility, and the value I bring to the company, I would like to discuss the possibility of a salary adjustment. In the past, I have increased responsibility. I believe my efforts have positively impacted company growth.

I would appreciate the opportunity to meet at a convenient time to discuss this further. Please let me know when you would be available for a conversation. I am open to feedback and look forward to your thoughts.

Thank you for your time and consideration  
Best regards,  
Arathi



4.

To : ABC

Subject : Registration confirmation service

Good evening.

I hope you are doing well. I am writing to confirm my registration service scheduled for tomorrow.

Here my registration details.

Full Name :- /remember Kruti

Email Address : Kruti@email.com

phone numbers - 90270657890

please let me know if any further information is required to complete the registration process. I appreciate your assistance and look forward to participating in that.

Thank you!

Best regards,

Kruti



B.

To: ABC

Subject: Introduction to ABC from your company

Dear ABC,

I hope you are doing well, my name is Kunti, and I am your manager at company. I am reaching out to introduce myself as your point of contact for project.

At Company.co, we specialize in many areas. I am excited to assist you with project, ensuring a smooth and productive experience.

I would love to schedule a quick call or meeting to discuss your requirements, expectations and how we can best support you. please let me know a convenient time for you.

Looking forward to working with you and delivering great results! Feel free to reach out if you have any questions.

Best regards,

/Kunti

Manager

Company.co