**1. Thank You for Business Meeting**

**Subject:** Great Meeting Today – Thank You!

Hi Shreya,

Thank you for taking the time to meet with me today. I appreciated the opportunity to discuss the green city project, and I’m excited about the potential collaboration between our teams.

Your insights on make green india were incredible , and I’m confident that together we can achieve some great results. Let me know if there are any next steps or if you need additional information.

Looking forward to staying in touch!

Warm regards,  
kushal parmar

**2. Apology to a Friend for a Mistake**

**Subject:** I’m Truly Sorry

Dear nirmit,

I’m writing to apologize for my recent actions. I realize I hurt you by my rude behaviour, and that was never my intention. I value our friendship deeply, and I regret causing you any pain.

Please know that I am committed to making things right, and I hope you can forgive me. If you're open to it, I’d love the chance to talk and work through this together.

Thank you for your understanding and patience.

Warmly,  
Kushal Parmar

**3. Gentle Reminder for Upcoming Meeting**

**Subject:** Friendly Reminder: Upcoming Meeting on 22-sep-2024

Hi Nirav,

I hope you're doing well! This is just a friendly reminder about our scheduled meeting on 22-sep-2024 at 2:00 pm to discuss business model.

Please let me know if you're still available or if there's anything you’d like to add to the agenda. Looking forward to our discussion!

Best regards,  
Kushal Parmar

**4. Formal Request Based on Performance and Achievements**

**Subject:** Request for Salary Review

Dear rakesh sharma,

I hope this message finds you well. I am writing to formally request a review of my current salary. Over the past 1 year, I have made significant contributions to my projects.

Given my accomplishments and the additional responsibilities I have taken on, I believe a salary adjustment would be appropriate. I would love to discuss my performance in more detail and explore the possibility of an increase that reflects my contributions to the company.

Thank you for considering my request. I look forward to having a conversation at your earliest convenience.

Best regards,  
kushal parmar