

1. Apology letter

From : makwanamayur8mm5@gmail.com

To : teamleaservies.info

Subject: Sincere Apologies for Delayed Order #12345

Dear sir/madom

Please accept my sincere apologies for the late delivery of your order placed on March 15, 2025. We understand this delay has caused you significant trouble.

Our shipping partner experienced technical problems that affected several deliveries last week. While this explains the delay, it does not excuse the poor service you received. To make up for this, we have refunded your shipping costs and added a 20% discount code for your next purchase.

We value your business greatly and hope to serve you better next time.

Best regards,

Teamleaservies

Customer Service Manager.

2.Asking for raise salary

From : makwanamayur8mm5@gmail.com

To :teamleaservies.info

Subject: Asking for a Raise in Salary

Dear sir/madom

There are already 2 years that I have been working for your organization as a team leader. I was always loyal and dedicated to BERKO technologies. All the assignments and projects I was handling were submitted on time without any delays. You probably know that I get low payment and have asked for salary increment last year. I attempted to ask for the salary increments but I did not get a reply from you.

The reason that I am asking for a rise of my salary is that my current payment is too low for covering the expenses of my family. Recently I have received the job offer from SONY technologies and the salary is relatively higher. However, I am dedicated to our company; therefore, I decided to write you this letter once more.

Kindly ask you to consider my request.

Sincerely,

[Mayur Makwana]

3.Resignation letter

From : makwanamayur8mm5@gmail.com

To :teamleaservices.info

Subject: Resignation letter

Team leaseservices
kornagolam raod
banglore karnataka 362125
9664855555

Date:19/3/2020

Employer's Name: Mayur Makwana
Employer code:363622
Rajkot,Gujrat,361005

Dear Sir/Madom

Please accept this letter as my formal resignation from my position as sales executive at teamlease services. My last day of work will be 29/03/2020.

Thank you for the opportunity to work with teamlease, and I am grateful for the experience and knowledge gained during my time here. I am committed to making the transition process as smooth as possible and will ensure that all my duties are completed before my last day of work.

Please let me know if there is anything else I can do to assist with the transition.

Sincerely,

Mayur Makwana

4. Thank you letter

From :makawanmayur8.mm5@gmail.com

To : ghanrajparmar8@gmail.com

Subject : Thank you for invitation.

Dear friend

Dhanraj Parmar

Thank you for inviting to your wedding on March 21. Unfortunately, we won't be able to attend because we will be away on vacation that week and brother you know about my situation after my marriage day by day its go hard to handal time for friends and family so I can't attend your wedding but thank you for inviting god blessed you both of you wish you happy merrige life.

Thanks again to invite of us we wish you all the best as you start your new life together.

Yours faithfully

Mayur makwana

5.Asking about problem to boss

From :makawanmayur8.mm5@gmail.com

To : paytmsalesdepartment.info

Subject : about sales target problem

Dear sir

Sales team leader : Jayesh sir

Dear sir I want to share you something about our sales target not completing. Our job is not easy to selling paytm sound box to marchanat because our competition brand like gpay,phone is giving much more better plans from us they are buying there plans more than us they are providing better facilities and customer care and after we try to sell them our sound box plan they are not full fill satisfaction from our compony but we still try to sell them and sell also but out target is to high.

so I request to decrease target of selling paytm sound box so we fix problem about our monthly target,

I hope you are understand our problem.

Sincerely,

Mayur Makwana

