Professional Emails (5 Samples)

# 1. Thank You Email

Subject: Thank You for Your Support  
  
Dear [Recipient’s Name],  
  
I would like to sincerely thank you for your guidance and support in [specific task/project]. Your contribution has been invaluable, and I truly appreciate your time and effort.  
  
Looking forward to working with you again.  
  
Best regards,  
[Your Name]

# 2. Letter of Apology

Subject: Apology for Inconvenience  
  
Dear [Recipient’s Name],  
  
Please accept my sincere apologies for the inconvenience caused due to [specific issue]. It was never my intention, and I regret any disruption this may have caused.  
  
I assure you that steps have been taken to prevent a recurrence. Thank you for your patience and understanding.  
  
Sincerely,  
[Your Name]

# 3. Reminder Email

Subject: Reminder: Pending [Task/Document/Payment]  
  
Dear [Recipient’s Name],  
  
This is a gentle reminder regarding the [task/document/payment] that was due on [date]. We would appreciate it if you could complete/submit it at your earliest convenience.  
  
Please let me know if you need any clarification.  
  
Warm regards,  
[Your Name]

# 4. Quotation Email

Subject: Request for Quotation for [Product/Service]  
  
Dear [Recipient’s Name],  
  
I am writing to request a quotation for [product/service]. Kindly provide details regarding price, delivery schedule, and payment terms.  
  
We would appreciate it if you could share the quotation by [date].  
  
Best regards,  
[Your Name]

# 5. Email of Inquiry for Requesting Information

Subject: Inquiry Regarding [Topic/Product/Service]  
  
Dear [Recipient’s Name],  
  
I am reaching out to seek information about [specific topic/product/service]. Could you kindly provide details on [list specific points such as availability, features, requirements]?  
  
Your guidance will be greatly appreciated.  
  
Sincerely,  
[Your Name]