





Module : 1 Email Writing

1. Email Asking For Status Update

To	Mohit Gidhwani  Person  Person
Cc	 Person
Bcc	 Person
Subject	I want to know the status of the new project.

Dear,





I hope this email finds you well. I am writing to find out if there are any new updates regarding our latest project. If yes then can you please send me the status, if there is any problem with it just send it to me so I will try to solve it before the deadline.

Thank you for your time and support. Please let me know if there is anything I can do to move things forward.

I am looking forward to your response.

Best regards,
Mohit Gidhwani

2. Email to your Boss About a Problem (Requesting Help)

To	Mohit Gidhwani  Person  Person
Cc	 Person
Bcc	 Person
Subject	Request for Assistance.

Dear sir,






I hope this email finds you well. I am happy to say that our team is working on a new project that you assigned us, but we are facing some project-related problems such as a lack of information and because of that we are stuck in the middle. However, we need your assistance to solve the problem and finish our project on time.

We are hoping that you will send us some proper information, so we can start our work again. Thank you for your time and support.

We are waiting for your response.

Best regards,
Team Leader.

3. Introduction Email to client.

To	 Person  Person  Person
Cc	 Person
Bcc	 Person
Subject	

Dear sir,






I hope that this email finds you well. I am happy to know that you chose us to create your business website. We created many websites and they all are live right now. I and my team have many different ideas for you to optimize your website, so the user can easily access it. First of all, we need to know your requirements, and then we will discuss the price and all the other details.

Thank you for your time and support. Please let me know if there is anything I can do to move things forward.

I am looking forward to your response.

Best regards,
Mohit Gidhwani

4. Asking for a Raise in Salary.

To	 Person  Person  Person
Cc	 Person
Bcc	 Person
Subject	






Dear sir,

I hope this email finds you well. I am glad that I got the opportunity to work on big projects in the last few months projects like [Website]. I gained many new skills while working with my new team. Also, I was the employee of the month.

I would like to discuss my compensation package further and explore the possibility of salary adjustment. Thank you for your time and support.

Sincerely,
Mohit Gidhwani
Front-end developer.

5. Thank you Email

To	 Person  Person  Person
Cc	 Person
Bcc	 Person
Subject	

Dear sir,

I hope this email finds you well. I am glad that our project is almost done. You have resolved the problem we have been facing for a few days. Our team is working very hard to produce the best outputs.

Thank you for your support and help, because of you we can complete our project on time.

Best regards,
Mohit Gidhwani.
