

## 1. Thank You Email

Thank You for Your Support

To  kjronin@gmail.com X

Cc Bcc

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Thank You for Your Support

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Dear Ronin,

I wish this message well to you.

I would like to thank you so much, as I appreciate your support and help. I greatly appreciate the time and the effort you have put into assisting me because it has indeed made the difference.

You need not be shy about approaching me in case I can be of any help to you in return. I am looking forward to keeping in touch.

Yours sincerely,  
Nevin Thekkeparambil

## 2. Letter of Apology

## Apology for the Inconvenience Caused

- ↗ ✖

kjronin@gmail.com

### Apology for the Inconvenience Caused

Dear Ronin,

I wish you good health in this communication.

It is my ingrained wish to apologize to the inconvenience that my oversight has brought. I am aware of the effect this could have had and I do not blame anyone.

I shall assure you that I am notifying you about taking the necessary measures to avoid the repetition of this problem. I like your support and tolerance.

Kind regards,  
Nevin Thekkeparambil

### 3. Reminder Email

## Friendly Reminder Regarding Pending Matter

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kjronin@gmail.com

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### Friendly Reminder Regarding Pending Matter

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Dear Mr. Ronin,

I trust you are well.

Kindly take notice that this message is merely a polite reminder of the issue that we have already talked about. Please can you tell me whether any developments have occurred or not or do I need more documentation on my part.

Your response will be helpful in my earliest opportunity. I am grateful that you have taken this issue into consideration.

Best regards,  
Nevin Thekkeparambil

## 4. Email of Inquiry for Requesting Information

## Inquiry Regarding your Services

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kjronin@gmail.com

### Inquiry Regarding your Services

Dear Ronin,

I hope that you are well and in good spirits.

I am writing with an official inquiry of what you offer in terms of the services you offer, especially concerning the tech stack you use for developing the website. Further information, such as your pricing system, expected schedules, and other special conditions or needs related to such services would be most welcome.

I wish to thank you in regard to this request. With eagerness I look forward to your reply.

Kind regards,  
Nevin Thekkeparambil

## 5. Asking for a Raise in Salary

## Request for Salary Review

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kjronin@gmail.com

### Request for Salary Review

I hope this letter is alright with you.

I would also like to ask about a possible conversation on a potential increase of my current salary. During the duration of 3 years, I have taken more roles and always tried to make a positive contribution to the team and organizational goal.

I believe that my performance, commitment, and value contribution towards the organization are good enough to consider a pay review. I should be pleased to have the occasion of further discussing this issue at your convenience.

Thanks to your time and consideration, and continued support.

Kind regards,  
Nevin Thekkeparambil