

# Introducing Myself

## **Subject: Introduction – Burhanuddin Parmar**

Dear Ms. Priya Sharma,  
I hope you're doing well.

My name is Burhanuddin Parmar, and I wanted to introduce myself as we connect for the first time. I'm a fresher freelance UI/UX designer, graphic designer, and front-end web designer/developer with a growing interest in creating clean and user-friendly digital experiences.

Even though I'm at the early stage of my professional journey, I've been actively learning and building projects. I enjoy combining design and code, and I'm continuously improving my skills through practice, client work, and personal projects.

I truly value clear communication, attention to detail, and delivering work that feels both visually appealing and practical for users. I'm excited to keep learning, take on new challenges, and collaborate with teams and individuals as I build my career. It's great to connect with you, and I look forward to staying in touch. Please feel free to reach out anytime.

Warm regards,

Burhanuddin Parmar

UI/UX Designer | Web Designer

Email: [parmarburhanuddink@gmail.com](mailto:parmarburhanuddink@gmail.com)

Phone: +9177790-53432

# Quotation for Work

## **Subject: UI/UX Design Quotation – Burhanuddin**

Dear Ms. Priya Sharma,  
I hope you're doing well.

As discussed earlier, you are looking for a website that is visually appealing, easy to navigate, user-friendly, and aligned with a modern and clean design style. Based on these requirements, I would like to share my quotation for the UI/UX design of an 8–10 page website for Sedulous Pvt. Ltd.

Estimated Cost: ₹12,000 – ₹18,000

(This includes complete UI/UX design, user flow planning, responsive layouts, component styling, and final Figma deliverables.)

If this aligns with your expectations, I would be happy to proceed or refine the estimate based on any additional details.

Thank you, and I look forward to your response.

Warm regards,

Burhanuddin Parmar

UI/UX Designer | Web Designer

Email: [parmarburhanuddink@gmail.com](mailto:parmarburhanuddink@gmail.com)

Phone: +9177790-53432

# Requesting Informtaion

## **Subject: Request for Company Information for Web Design**

Dear Burhani Tours and Travels Team,

I hope you are doing well.

As I begin preparing the website design for your company, I would like to request some detailed information to ensure the design truly reflects your business vision, goals, values, and services.

To create a website that matches your brand identity and speaks effectively to your customers, it would be helpful if you could share: Company background and history, Vision and mission statements, Core services offered (tour packages, travel assistance, special services, etc.), Target audience / customer type, Brand tone and style preferences, Any existing branding materials (logo, colors, tagline, brochures, etc.), Key features you want on the website, Any competitors or reference websites you prefer.

This information will help me design a website that is aligned with your brand, easy for customers to use, and represents Burhani Tours and Travels in the best possible way.

Please feel free to share the details at your convenience, and let me know if a short call would be easier.

Thank you, and I look forward to your response.

Warm regards,

Burhanuddin Parmar

UI/UX Designer | Web Designer

Email: [parmarburhanuddink@gmail.com](mailto:parmarburhanuddink@gmail.com)

Phone: +9177790-53432

# Thank You Email

## **Subject: Thank You – Website Project Completed**

Dear Burhani Tours and Travels Team,  
I hope you are doing well.

I wanted to take a moment to sincerely thank you for giving me the opportunity to design your website. It was a pleasure working with you, and I truly appreciate the clarity, cooperation, and trust you showed throughout the project.

I hope the final website reflects your brand, supports your business goals, and provides your customers with a smooth and engaging experience. If you ever need any updates, additions, or ongoing support, I'll be happy to assist anytime.

I would also be grateful if you could share your feedback or a short review about your experience working with me. Your words will help me improve further and also support my freelance journey.

Thank you once again for your support, and I genuinely hope we get to work together on more projects in the future.

Warm regards,

Burhanuddin Parmar

UI/UX Designer | Web Designer

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Phone: +9177790-53423

# Email About A Problem

## **Subject: Pending Details for Website Design**

Dear Burhani Tours and Travels Team,  
I hope you are doing well.

I wanted to inform you about a small issue that is temporarily affecting my work on the website design.

While working on the layout and integrating your service content, I realized that a few important details (such as accurate tour package descriptions, pricing structure, and updated contact information) are either incomplete or missing from the material provided. These details are essential for designing the correct sections of the website and ensuring that everything displayed to the users is accurate and aligned with your services.

Without this information, I am unable to finalize the remaining pages, especially the Packages, About, and Services sections. Once I receive the updated content, I will be able to proceed smoothly and deliver the remaining designs without delay.

Please share the required details whenever convenient, and I will resume the work immediately.

Thank you for your understanding, and I appreciate your cooperation.

Warm regards,  
Burhanuddin Parmar  
UI/UX Designer | Web Designer  
Email: yourmail@example.com  
Phone: +91XXXXXXXXXX  
Portfolio: