**THANK YOU EMAIL**

**Dear Mr. Sharma,**

**I sincerely appreciate the opportunity to be considered for the position at your organization. It was a pleasure to learn more about your team and the company's vision during our recent interaction.**

**Thank you for your time and consideration. Ilook forward to the possibility of contributing to your team.**

**Warm regards,**

**Prashant kumawat**

**LETTER OF APOLOGY**

**Dear Sir/Madam**

**I sincerely apologize for missing the scheduled training session on 4 july 2025 at TOPS Technologies. I understand the importance of regular attendance and regret any inconvenience my absence may have caused.**

**This was unintentional, and I assure you it will not happen again. I remain fully committed to my learning and responsibilities.**

**Thank you for your understanding.**

**Sincerely,**

**Prashant Kumawat**

**REMINDER EMAIL**

**Dear Mr. Jain,**

**Ihope you are doing well. This is a gentle reminder regarding the pending document we discussed ly let me know if there is any update or if further input is require from my side. Your assistance in this matter would be highly appreciated.**

**Best regards,**

**Prashant Kumawat**

**QUOTATION EMAIL**

**Dear Sir/ Madam,**

**Thank you for your inquiry. Please find below the quotation for the requested web design services:**

**Website Design & Development: ₹25,000**

**Responsive Design: Included**

**Delivery Time: 10-12 business days**

**This quotation is valid for 7 days from the date of this email. Feel free to contact me for any clarification or customization.**

**Warm regards,**

**Prashant Kumawat**

**INQUIRY**

**REGAEDING COURSE DETAILS**

**Dear Sir/Madam,**

**I hope this message finds you well. I am writing to request detailed information regarding your Diploma in Software Development course. I am particularly interested in the course duration, fees, eligibility criteria, and mode of instruction.**

**Your assistance will help me in making an informed decision. Looking forward to your response.**

**Sincerely,**

**Prashant Kumawat**