

Effective Communication

1.Thank you Email

Thank you for Extending the project Deadline



Recipients

Thank you for Extending the project Deadline

Dear sir/madam,

I hope this email finds you well. I want to sincerely thank you for accepting my request to extend the deadline. I truly appreciate your understanding and flexibility in this matter.

I am committed to using this opportunity to deliver quality work and complete the project successfully.

Thank you once again for your support and consideration.

Warm regards,
Priya dabhi.



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Send



2. Letter of Apology

Letter of Apology



Recipients

Letter of Apology

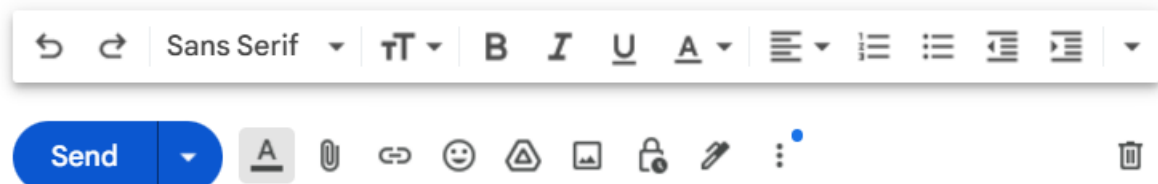
dear sir/madam,

I am writing this email to ask for your apology .I was absent for the last two days and that too without notice.I sincerely apologize for being irresponsible and showing unprofessional attitude at my work place. I accept that I must have informed before being absent and create a disorder here.

Please accept my apology and forgive me. I promise that I will not disappoint you any further.i sincerely regret my attitude at work.

thank|you.

with regards,
Priya dabhi



4. Asking for a Raise in Salary

Asking for a Raise in Salary



Recipients

Asking for a Raise in Salary

Dear sir/madam,

I enjoy working here and appreciate the challenges that my position provides me every day.

I regret to tell you that I have completed two year in your company.I have completed all of my work and projects before the deadline. After all this past one year my salary has not increased. Please tell me how much time you need for my salary raise?

I hope you see my records and raise my salary as soon as possible.

Thank you.

with regards,
Priya dabhi

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Request for Project Information

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Recipients

Request for Project Information

Dear sir/madam,

I hope this email finds you well. I am writing to request more information about the website you need.I am interested in understanding your requirements.

Could you please provide me with the relevant details or resources or contact who can assist?

Thank you for your time and assistance. I look forward to your response.

best regards,
Priya dabhi
xyz company
contact:

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