

//Question 1 = “Thank You for Your Help”

From : ppriyamprajapati@gmail.com

To : rajeshprasad961@gmail.com

Subject : Thank You for Your Help

CC : ----

Bcc : ----

Dear Rajesh,

I wanted to say a big thank you for helping me in the project. Your advice really made a difference, and I'm so grateful for your support.

I learned a lot from you, and it helped me to understand the project properly . I'll make sure to use what you taught me in the future.

Thanks again for your time and kindness. I really appreciate it!

Best,

Priyam Prajapati

//Question 2 = "Letter of Apology"

From : ppriyamprajapati@gmail.com

To : rajeshprasad961@gmail.com

Subject : My Apologies for do the mistake in project

CC : ----

Bcc : ----

Dear Suraj,

I'm writing to sincerely apologize for "Do the mistake on the project in the last moment". I understand this caused inconvenience for Group members and created extra work for you. There's no excuse for my actions, and I take full responsibility for the mistake.

I've thought carefully about what went wrong and want to assure you I'm taking steps to prevent this from happening again. "I've created a schedule for problem solving and set earlier deadlines for myself.

Please let me know if there's anything I can do to correct the situation. I truly appreciate your understanding and the opportunity to learn from this experience.

Best regards,

Priyam Prajapati

//Question 3 = “ Reminder Email”

From : ppriyamprajapati@gmail.com

To : Muskanprajapati961@gmail.com

Subject : Friendly Reminder for the project submission

CC : ----

Bcc : ----

Dear Divyesh,

I hope this email finds you well. I'm following up regarding "the project Submission that was due on 26/07/2025. I understand how busy things can get, so I wanted to send a gentle reminder.

If possible, could you please provide an update on the status by 01/08/2025 ? I'd be happy to assist if you need any additional information or support to complete this.

Thank you in advance for your attention to this matter. Please don't hesitate to let me know if you have any questions or need clarification. I truly appreciate your help!

Best regards,

Priyam Prajapati

Senior Manger

+8128884549

//Question 4 = “ Email of Inquiry for Requesting Information”

From : ppriyamprajapati@gmail.com

To : Surajprajapati961@gmail.com

Subject : Inquiry Regarding our project

CC : ----

Bcc : ----

Dear Jay,

I hope you're doing well. My name is Priyam Prajapati, and I'm Senior Manger. I'm reaching out to inquire about How you have Completed the project?

Could you please provide details regarding Project for inform that how many work you have complete it ? Additionally, I was wondering if any other related questions you may have.

Thank you so much for your time and assistance. I truly appreciate any information you can share. Please let me know if you need any additional details from my end. Looking forward to your response.

Best regards,

Priyam Prajapati

+8128884549

//Question 5 = “ Asking for a Raise in Salary”

From : ppriyamprajapati@gmail.com

To : Prakashchopada961@gmail.com

Subject : Asking for a Raise in Salary

CC : ----

Bcc : ----

Dear Prakash Sir,

I hope you're doing well. I'm writing to discuss the possibility of a salary adjustment, as I've been working hard and taking on more responsibilities in my role. Over the past 5 Years, I've, "helped improve team efficiency" or "successfully managed key projects".

I truly enjoy working here and am committed to contributing more. I'd appreciate the opportunity to discuss a raise that reflects my efforts and growth.

Please let me know a convenient time to talk. Thank you for your consideration!

Best regards,

Priyam Prajapati

Junior Manager