

EMAIL FOR APOLOGY

Subject: Apology for Not Sending the Information on Time

Dear SHERAL

I hope you are doing well. I am writing to sincerely apologize for not sending the information you requested on time. I understand how important it was for you to receive it, and I deeply regret the delay.

I understand the inconvenience it may have caused, and I assure you that I am taking steps to ensure this doesn't happen again in the future.

I have attached the information you requested [or "I will be sending it shortly"], and I hope it helps with what you need. Please let me know if there's anything else I can do to assist you.

Once again, I apologize for the delay, and I appreciate your understanding.

Best regards,
Priyanka

Thank you Email

After A Networking Meeting

Subject – Great connecting with you at Industrial summit 2024

Hi KANCHAN ,

It was a pleasure meeting you at Industrial summit 2024 yesterday. I enjoyed our productive conversation about Product Designing . Your thoughts about designing were fascinating.

I would love to explore how we collaborate with in future .

Warm regards,

Priyanka

CHECKING STATUS UPDATE

Subject: Request for Status Update

Dear NIDHI

I hope you're doing well. I wanted to check in on the status of Networking Meeting timing scheduled on 23rd December . Could you please provide an update when you have a moment?

Thank you for your time.

Best regards,
Priyanka

REMINDER EMAIL

Subject: Friendly Reminder: counselling of new students

Dear Nitesh sir

I hope you're doing well. I wanted to kindly follow up on my previous email regarding counselling of new students on wednesday. I understand that you may be busy, but I would appreciate any update when you have a moment.

Thank you for your attention to this. I look forward to hearing from you.

Best regards,
Priyanka

ASKING FOR A RAISE IN SALARY

Subject: Request for Salary Increase

Dear MUKESH ,

I hope you're doing well. I wanted to discuss the possibility of a salary review. Over the past , I've taken on additional responsibilities and consistently contributed to the success of the team, such as Networking meeting , Presentation and all.

I believe a salary adjustment would reflect my value to the company. I would appreciate the opportunity to discuss this further.

Thank you for your consideration.

Best regards,
Priyanka