# Professional Email Drafts

## 1. Thank You Email

Subject: Thank You for Your Support  
  
Dear Mr. Kapoor,  
  
I sincerely thank you for your time and assistance regarding the client presentation held on 15th August. Your guidance and support have been invaluable, and I truly appreciate your efforts in ensuring everything went smoothly.  
  
I look forward to continuing our collaboration.  
  
Best regards,   
Ankit Joshi

## 2. Letter of Apology

Subject: Apology for the Delay in Submission  
  
Dear Ms. Singh,  
  
I would like to sincerely apologize for the delay in submitting the monthly report that was due on 10th August. It was never my intention to cause any disruption, and I deeply regret the oversight.  
  
Please rest assured that corrective measures have been taken to ensure that all future reports will be submitted on time. I truly value our professional relationship and appreciate your understanding.  
  
Sincerely,   
Ankit Joshi

## 3. Reminder Email

Subject: Friendly Reminder Regarding Project Deadline  
  
Dear Mr. Malhotra,  
  
This is a gentle reminder about the project deadline scheduled for 25th August. Kindly ensure that all pending tasks are completed and shared by 5:00 PM on the due date. Please let me know if there are any challenges or additional information required.  
  
I look forward to your confirmation.  
  
Best regards,   
Ankit Joshi

## 4. Quotation Email

Subject: Quotation for Digital Marketing Services  
  
Dear Ms. Fernandes,  
  
As requested, please find below the quotation for our digital marketing services:  
  
• Service: Social Media Marketing (3 platforms)   
• Price: ₹35,000 per month   
• Delivery Timeline: Campaign setup within 7 working days   
• Terms & Conditions: 50% advance payment, balance on project completion   
  
Please let me know if you need any further details or modifications. I look forward to your response.  
  
Sincerely,   
Ankit Joshi

## 5. Email of Inquiry for Requesting Information

Subject: Inquiry Regarding Office Space Availability  
  
Dear Mr. D’Souza,  
  
I hope this email finds you well. I am writing to request information regarding the availability of office space in your commercial building located in Alkapuri, Vadodara. Specifically, I am interested in a fully furnished space suitable for a team of 12 people.  
  
I would greatly appreciate it if you could share the rental cost, amenities, and lease terms at your earliest convenience.  
  
Thank you for your assistance.  
  
Sincerely,   
Ankit Joshi