Email writing scenarios

1. Thank you Email

2. Letter of apology

3. Reminder Email

4. Quotation email

5. Email of inquiry for requesting information

6. Email asking for a status update

7. Asking for a raise in salary

8. Email your Boss about a problem(asking for a help)

9. Resignation email

10. Introduction email to client

**1. Thank You Email**

**Subject**: Thank You for Your Guidance  
Dear Bhavesh sir,  
I wanted to take a moment to express my sincere gratitude for your guidance and support throughout the softskill course. Your teaching has been invaluable, and I’ve learned a great deal. Thank you for your dedication and patience.  
Best regards,  
Sahil

**2. Letter of Apology**

**Subject**: Apology for Missing the Last Class  
Dear Bhavesh sir,  
I apologize for missing the Soft Skills training session last [Date]. Unfortunately, I had an urgent commitment that I couldn't reschedule. I understand the importance of staying up-to-date, and I will make sure to catch up on the materials. Please let me know if there are any additional resources I can use.  
Sincerely,  
Sahil

**3. Reminder Email**

**Subject**: Reminder: Soft Skills Training Assignment Submission  
Dear Bhavesh sir,  
I hope you're doing well. I wanted to kindly remind you about the Soft Skills training assignment I submitted last week. Could you please confirm if you received it? I’m looking forward to any feedback you may have.  
Best regards,  
Sahil

**4. Quotation Email**

**Subject**: Request for Quotation on Soft Skills Training for Employees  
Dear [Service Provider’s Name],  
I hope this message finds you well. I am interested in arranging Soft Skills training for our employees and would appreciate a detailed quotation for conducting a session. Please include the pricing breakdown and the expected schedule.  
Thank you,  
Sahil

**5. Email of Inquiry for Requesting Information**

**Subject**: Inquiry Regarding Soft Skills Certification Details  
Dear Bhavesh sir,  
I am currently enrolled in the Soft Skills training course at Tops Technologies and would like to inquire about the certification process. Could you please provide more information on the certification requirements, exam dates, and any associated fees?  
Thank you for your assistance.  
Best regards,  
Sahil

**6. Email Asking for a Status Update**

**Subject**: Status Update on Soft Skills Course Completion Certificate  
Dear Bhavesh sir,  
I hope you are doing well. I wanted to follow up on the status of my Soft Skills course completion certificate. Could you kindly provide an update on when I can expect to receive it?  
Thank you for your assistance.  
Best regards,  
Sahil

**7. Asking for a Raise in Salary**

**Subject**: Request for Salary Raise Consideration  
Dear Mr. Sharma,  
I hope you're doing well. I would like to discuss the possibility of a salary increase. Over the past year, I have taken on additional responsibilities and consistently delivered high-quality work. I believe a salary review would be appropriate at this stage, and I would appreciate the opportunity to discuss this further.  
Thank you for your consideration.  
Best regards,  
Sahil

**8. Email to Your Boss About a Problem (Asking for Help)**

**Subject**: Request for Assistance with Project Deadline  
Dear Mr. Sharma,  
I hope you're doing well. I am currently working on the [Project Name], but I am facing some challenges that may affect the deadline. I would appreciate your guidance or assistance to help resolve these issues, ensuring the project remains on track.  
Thank you for your support.  
Best regards,  
Sahil

**9. Resignation Email**

**Subject**: Resignation Letter  
Dear john sir,  
I hope you're doing well. After careful consideration, I have decided to resign from my position at [Company Name], effective [Last Working Day]. I want to express my gratitude for the opportunity to work here and the valuable experience I have gained. I will ensure a smooth transition during my remaining time.  
Thank you for your understanding.  
Sincerely,  
Sahil

**10. Introduction Email to a Client**

**Subject:** Introduction: Soft Skills Trainer at ABC Training Solutions  
Dear Disha,  
I hope this email finds you well. My name is Sahil, and I am a Soft Skills trainer at [Company Name]. I will be working on your training project and wanted to introduce myself. Please feel free to reach out to me if you have any questions or specific requirements for the training sessions.  
Looking forward to working with you.  
Best regards,  
Sahil