

Assignment

1. Thank you Email :

Subject: Thank You for Your Understanding

Respected Krupa Ma'am,

I hope this email finds you well.

I would like to sincerely thank you for your understanding regarding my recent health issue and for granting me leave. I truly appreciate your support and consideration, which helped me focus on my recovery.

I am feeling much better now and will ensure that all my responsibilities are managed effectively. Thank you once again for your kindness and cooperation.

Yours sincerely,

Sakshi Patel

Data Science

2. Letter of Apology :

Subject : Letter of Apology

Respected Sir/Ma'am,

I hope this email finds you well.

I sincerely apologize for not informing you in advance before taking leave. The oversight was unintentional, and I regret any inconvenience it may have caused.

I take full responsibility for this lapse and assure you that I will be more careful in the future by following proper communication protocols. I truly appreciate your understanding and patience in this matter.

Thank you for your time and consideration.

Yours sincerely,

Sakshi Patel

Data Science

3. Email of Inquiry for Requesting Information :

Subject : Inquiry Regarding Admission to Cambrian University

Respected Naitri Ma'am,

I hope this email finds you well.

I am writing to inquire about the admission process at Cambrian University in Canada. I would like to receive information regarding eligibility criteria, application procedure, required documents, and important deadlines.

I would appreciate it if you could provide the relevant details at your convenience.

Please let me know if any additional information is required from my side.

Thank you for your time and assistance.

Yours sincerely,

Sakshi Patel

Data Science

4. Asking for a Raise in Salary :

Subject : Request for Salary Review

Respected Riza Ma'am,

I hope this email finds you well.

I am writing to respectfully request a review of my current salary. Over the past period, I have consistently worked towards fulfilling my responsibilities and contributing positively to the team's objectives.

Considering my performance, responsibilities, and continued commitment to the organization, I kindly request you to consider a salary revision. I would appreciate the opportunity to discuss this matter at your convenience.

Thank you for your time and consideration.

Yours sincerely,

Sakshi Patel

Data Science

5. Email to Your Boss About a Problem (Requesting Help) :

Subject : Request for Guidance Regarding Notice Period

Respected Happy Ma'am,

I hope this email finds you well.

As my Canada visa has been approved, I am required to travel to Canada on 7th March. Due to certain unavoidable commitments and necessary preparations, I regret to inform you that I am unable to serve the complete notice period.

I sincerely apologize for any inconvenience this may cause and kindly request your guidance and support in this matter. I would appreciate your understanding and would be grateful for any possible solution you may suggest.

Thank you for your time and consideration.

Yours sincerely,

Sakshi Patel

Data Science