**REMINDER EMAIL**

**To:** Anita.Singh@EtherealEden.com  
**From:** sanaah. contractor@ EtherealEden.com  
**CC:** Rahul. Verma@ EtherealEden.com  
**BCC:** [sanaah.personal@gmail.com](mailto:sanaah.personal@gmail.com)

**Subject:** Reminder on approval of the SansGreen Report

Dear Mam,

I hope this email finds u well. I am writing to you to deliver a mere reminder regarding the status of the SansGreen Report. Since the due date for the submission is nearing, I would need your approval for the same. I have made all the changes u had recommended for the first draft. If you could just go through the final draft and let me know if any rectifications need to be made, I’ll be highly obliged.

Anticipating an early response

Warm regards,

Thanking you

Sanaah Contractor

Marketing Associate  
EtherealEden Pvt. Ltd.

EMAIL OF REQUESTING INFORMATION

**To:** Roshni.Rathod@EtherealEden.com  
**From:** sanaah.contractor@UbiquitousDesigns.com  
**CC:** Ashi. Rau@ UbiquitousDesigns.com  
**BCC:** [sanaah.personal@gmail.com](mailto:sanaah.personal@gmail.com)

**Subject:** Inquiry on the services offered by UbiquitousDesigns

I hope you're doing well. My name is Sanaah Contractor, and I’m reaching out to you to inquire about the design services and packages your studio offers. I’m currently exploring creative support and an outsourcing medium for an upcoming project and would love to learn more about the services u deign to offer

Could you please provide me information on:  
– the current services that u provide. (e.g., branding, web design)  
– Typical timelines and pricing models  
– Whether you’re looking to join short-term or freelance-based collaborations.

If you have a portfolio or media kit available, I’d be happy to take a look.  
Looking forward to your response; thanking you in advance for your time.

Warm regards,  
Sanaah Contractor  
sanaahcontractor0781@gmail.com  
+91 6262623399

**ASKING FOR A RAISE IN SALARY**

**To:** Manager.SantoshAadrai@ Nexora Solutions Pvt. Ltd..com  
**From:** sanaah. contractor@ Nexora Solutions Pvt. Ltd..com

**CC:** KartikGoyal@ Nexora Solutions Pvt. Ltd..com  
**BCC:** [sanaah.personal@gmail.com](mailto:sanaah.personal@gmail.com)

**Subject:** To ask for a salary raise considering the long-term commitment given.

Dear sir,

I hope u are well. I’m writing to formally request a review of my current salary and ask a raise on it.

Over the past 4 months and a year since I’ve been here, I’ve taken on additional responsibilities, contributed to key projects such as the yearly sales summation project, Nexus Reach Project , and consistently met or exceeded performance expectations. I value greatly the opportunities for growth and development here at Nexora Solutions, and I remain committed to contributing meaningfully to our team’s success during my time here.

Given the scope of my current role and my work tendencies along with the results I’ve delivered, I would appreciate the opportunity to discuss a potential rise to my salary. I believe a review of my contributions and sales report would support the same.

Please let me know if we can schedule a time to discuss this further. Thank you very much for your consideration.

Warm regards,  
Sanaah Contractor

**EMAIL TO YOUR BOSS ABOUT A PROBLEM REQUESTING FOR HELP.**

**To:** AshwinDoshi@Lynera Technologies Pvt. Ltd.com  
From: sanaah. contractor@ Lynera Technologies Pvt. Ltd.com

CC: AadarshKeshav@ Lynera Technologies Pvt. Ltd..com  
BCC: [sanaah.personal@gmail.com](mailto:sanaah.personal@gmail.com)

**Subject:** To ask for help regarding delivery issues.

Dear Sir,

I hope you're doing well. I wanted to bring a problem to your attention; which relates to the problem of delivering goods and the time of delivery.

Due to unforeseen delays in receiving key data information from the client’s side, combined with recent technical issues, we’re currently at risk of falling behind the projected milestone scheduled for next Monday. I’ve conversed to the team this issue, but we may need your input to either expedite client-side access or consider a minor adjustment to the delivery schedule.

Would it be possible to schedule a quick meeting to get your guidance on how best to proceed? I want to ensure we stay aligned and transparent with the client while maintaining the company’s quality standards.

Thanks so much for your time and support.

Best regards,  
Sanaah Contractor  
Business Analyst  
Lynera Technologies Pvt. Ltd.  
sanaah.contractor@lynera.in  
+91 6262623399

**INTRODUCTION EMAIL TO CLIENT**

**To:** AtulRijaav@ VeridoStudio.com

**From:** sanaah. contractor@ VeridoStudio.com

**CC:** PriyadarshaniPatel@ VeridoStudio.com

**BCC:**  [sanaah.personal@gmail.com](mailto:sanaah.personal@gmail.com)

**Subject:** To introduce the client to Verido studio.

I hope you're doing well. My name is Sanaah Contractor, and I’m reaching out to you on behalf of Verido Studio. We’re a creative agency dedicated to crafting impactful, design-driven brand experiences, and we’re genuinely excited about the opportunity to collaborate with your team.” to collaborate with your team at Stratigen Ventures.

We specialize in:  
– Brand identity and visual storytelling  
– Digital design and UI/UX strategy  
– Campaign planning and rollout for both print and web

I’d love to schedule a brief meeting to understand your current needs and explore how we can support your upcoming projects. Please let me know a time that’s convenient for you, or feel free to share any briefs or materials in advance.

Looking forward to working together!

Warm regards,

Sanaah Contractor  
Client Strategy Lead  
Verido Studio  
sanaah.contractor@veridostudio.com  
+91 6262623399  
www.veridostudio.com