1. Appreciation Email

Subject: Much Appreciated!

Hi Vatsal,  
Just dropping you a quick note to say how much I appreciate your help. Your support really makes a difference, and I'm truly thankful.  
Would love to catch up sometime soon!

Warm regards,  
Smit

2. Apology Email

Subject: My Apologies

Hi Jatin,  
I want to offer my heartfelt apologies for [mention what happened]. It was never my intention to upset things, and I genuinely regret the situation.  
Thanks for your patience—I’ll do my best to make amends. Hoping we can move past this.

Kind regards,  
Smit

3. Follow-Up Reminder

Subject: Friendly Follow-Up

Hi Sahil,  
Hope all is good on your end! Just circling back about [mention the reminder] since the date is approaching. Let me know if there's anything I can do or if you need further info.  
Looking forward to your reply.

Cheers,  
Smit

4. Progress Check-In

Subject: Status Check

Hi Bhautik,  
Hope everything's going well! Just wanted to touch base and see if there’s been any progress on [mention the project/task]. I’d appreciate an update when you have a moment.  
Thanks in advance!

Best regards,  
Smit

5. Compensation Discussion Request

Subject: Discussion on Salary Adjustment

Hi Hardik,  
Hope you're doing great. I’d like to explore the possibility of a salary review based on the scope of my recent contributions and growing responsibilities. Let me know a good time to chat.  
Eager to hear your thoughts.

Sincerely,  
Smit