**Thank you Email**

To: brinda011@gmai.com

Subject: The meeting was great!

Hi brinda,

I just wanted to thank you for meeting with me today at the orientation with new clients. Your presentation is very good and creative.

It means a lot to me that you put hard work into it. During the meeting, you gave some great ideas about the progress in work. I am impressed with your work.

Keep up the excellent work.

Sincerely,

Sneha Dharadev

**Letter of Apology**

To: brinda011@gmai.com

Subject: Apology for **inconvenience**

Dear students,

I am writing to apologize for the cancelation of class at a time. Due to clash of two class I have to handle the timeing at current moment.

I am making sure that inconvenience like that will naver happen again .

With regards,

Sneha Dharadev

**Reminder Email**

To: brinda011@gmai.com

Subject: Reminder for assignment

Dear students,

Your assignment is due on 2nd oct 2024. Ensure to upload and complete the same to avoid delay or degradation in placement programme.

Assignment: (1) Module 1 : list and hooks

(2) Module 2 : Effective communication

With regards,

Tops technology

**Email of Inquiry for Requesting Information**

To: brinda011@gmai.com

Subject: Inquiry for ID card

Dear HR team,

Me Sneha Dharadev working at SBI Cards form the date of 2nd feb 2024, and still I don’t get my ID card.

Kindly requesting to HR team to check the status of my ID card and update me as soon as possible. I am providing my detail below.

Employee code : FTC234868

Post : Branch relationship officer

Your Faithfully,

Sneha Dharadev

**Introduction Email to Client**

To: Bhavya011@gmai.com

Subject: My itroduction

Dear Mr.Joshi,

My name is Sneha Dharadev and I m your new accounting officer at marketing solution. I am eager to work with you to make your work correct and profitable.

If you have any question feel free to talk to me via email or phone 405-555-0009.

Best regards,

Sneha Dharadev