

## Thank You Email

Subject: Thank You

Dear **Disha Ma'am**,

I hope this email finds you well. I am writing to express my sincere gratitude for your invaluable guidance and support during my data science training at Tops Technology. Your expertise and encouragement have greatly contributed to my learning journey, and I truly appreciate the time and effort you invest in helping us succeed.

Thank you once again for your dedication and mentorship. I look forward to continuing to learn under your guidance.

Best regards,

Tarang Devda  
Data Scientist  
Tops Technology

## Letter of Apology

Subject: Apology for Missing the Submission Deadline

Dear **Disha Ma'am**,

I hope you are doing well. I am writing to sincerely apologize for missing the submission deadline for the recent data science assignment. Due to unforeseen circumstances, I was unable to complete and submit the work on time. I deeply regret any inconvenience this may have caused.

I am committed to ensuring this does not happen again and have already taken steps to manage my time more effectively. Please let me know if there is an opportunity to submit the assignment late or any other way I can make up for this lapse.

Thank you for your understanding.

Sincerely,

Tarang Devda  
Data Scientist  
Tops Technology

## Reminder Email

Subject: Reminder: Upcoming Data Science Assignment Submission

Dear **Disha Ma'am**,

I hope this email finds you well. I am writing to kindly remind you about the upcoming data science assignment submission due on 10 July 2025. I wanted to confirm if there are any additional instructions or requirements for the submission that we should be aware of.

Please let me know if you need any further details from my side. Thank you for your time and guidance.

Best regards,

Tarang Devda  
Data Scientist  
Tops Technology

# Email of Inquiry for Requesting Information

Subject: Inquiry About Advanced Data Science Course Details

Dear **Disha Ma'am**,

I hope this message finds you well. I am currently enrolled in the data science course at Tops Technology and am interested in learning more about the advanced data science course offered by the institute.

Could you please provide details regarding the course curriculum, duration, fees, and any prerequisites? Additionally, I would like to know about the next available batch and the registration process.

Thank you for your assistance, and I look forward to your reply.

Sincerely,

Tarang Devda  
Data Scientist  
Tops Technology

## Email Asking for a Status Update

Subject: Status Update on Project Submission

Dear **Disha Ma'am**,

I hope you are doing well. I am writing to kindly request an update on the status of my recent project submission for the data science course. I submitted the project on 10 July 2025 and would like to know if it has been reviewed or if there are any additional steps required from my side.

Thank you for your time and guidance. Please let me know if you need any further information.

Best regards,

Tarang Devda  
Data Scientist  
Tops Technology

## Introduction Email to Client

Subject: Introduction of Data Science Services

Dear Disha Ma'am,

I hope this email finds you well. My name is Tarang Devda, and I am a data science student at Tops Technology. I am writing to introduce myself and explore potential opportunities to collaborate on data science projects.

With the skills I have acquired during my training, including Python, Machine Learning, and Data Visualization, I am eager to contribute to real-world projects. I would love the opportunity to discuss how my skills can align with your needs. Please let me know a convenient time for us to connect.

Thank you for your time, and I look forward to your response.

Best regards,

Tarang Devda  
Data Scientist  
Tops Technology