**EMAIL WRITTING**

1. **Thank you email**

**Subject:** Thank You for the Enrollment!

**To:** abc@gmail.com

**Dear ABC,**

I hope this message finds you well.

I wanted to extend my heartfelt thanks for enrolling me in the ReactJs course at Tops technology. I’m truly excited for this course and about the opportunity to grow in this field and I thought that this is the best platform to learn this course.

I appreciate your assistance throughout the enrollment process and look forward to engaging with the course materials and my fellow classmates.

Thank you once again for your support!

**Best regards,**

Urvi Vadher  
9898\*\*\*\*\*\*

**2. Letter of Apology**

**Subject:** Apology for Missing the Meeting

**To:** abc@gmail.com

**Dear Abc,**

I hope this message finds you well.

I am writing to sincerely apologize for not attending the meeting on 12th july regarding project Secret. Unfortunately, I suffering from heavy fever and admitted in hospital.

I understand the importance of our discussions and regret any inconvenience my absence may have caused. I value our collaboration and would appreciate any updates or notes from the meeting, as I want to ensure I’m aligned with the team.

Thank you for your understanding, and I look forward to participating in future meetings.

**Best regards,**

Urvi Vadher  
Senior developer   
XYZ Solution  
9898\*\*\*\*\*\*

**3. Email of Inquiry for Requesting Information**

**Subject:** Inquiry About React.js Developer

**To:** abc@gmail.com

**Dear Abc,**

I hope this message finds you well.

I am reaching out to inquire about potential opportunities or resources related to React.js developers. We are currently looking to enhance our team with skilled professionals who have experience in front-end development.

If you could provide information about available candidates, recruitment services, or any other resources that could assist us in this search, I would greatly appreciate it.

Thank you for your assistance!

**Best regards,**

Urvi Vadher  
CEO  
XYZ Solution  
9898\*\*\*\*\*\*

**4. Reminder Email**

**Subject:** Friendly Reminder: Pending Fees

**To:** abc@gmail.com

**Dear Abc,**

I hope this message finds you well.

I am writing to kindly remind you that the payment for ReactJs course is still pending. As of today, the amount of 5000rs. remains outstanding, and the due date was 5th oct.

If you have already made the payment, please disregard this message. Otherwise, I would appreciate it if you could arrange for the payment at your earliest convenience.

If you have any questions or require further assistance, please feel free to reach out.

Thank you for your attention to this matter!

**Best regards,**

Urvi Vadher  
Receptionist  
XYZ Technology  
9898\*\*\*\*\*\*

**5. Email Asking for a Status Update**

**Subject:** Follow-Up on Interview Status

**To:** abc@gmail.com

**Dear Abc,**

I hope this message finds you well.

I wanted to follow up regarding my interview for the ReactJs Developer position on 9th jan. I am very enthusiastic about the opportunity to join your company and contribute my skills and performance to your team.

If there are any updates regarding my application status or the next steps in the hiring process, I would greatly appreciate your insight.

Thank you for your time, and I look forward to hearing from you soon.

**Best regards,**

Urvi Vadher  
9898\*\*\*\*\*\*  
xyz@gmail.com