* Write professional emails based on any 5 of the following scenarios. Ensure clarity, conciseness, and a formal tone.

1. Subject: Thank You for an Engaging Session

Dear Disha pandya,

I wanted to express my gratitude for the informative training session on How to Improve Your Communication Skills held on 09-12-2024. The content was incredibly insightful, and I now feel more confident in applying what I’ve learned to enhance my interactions and convey ideas more effectively in both professional and personal settings.

Your ability to simplify complex concepts and provide real-world examples made the session especially valuable. Thank you for sharing your expertise.

Best regards,

Vinod Chudasma

1. Subject: Reminder: Complete Your e-KYC to Avoid Service Disruption

Dear Ramji chudasma,

We hope this message finds you well. This is a friendly reminder that your e-KYC (Electronic Know Your Customer) process is currently pending. Completing your e-KYC is essential to ensure uninterrupted access to PM food plan.

To complete the process, please follow these steps:

1. Go to the official website of your state's Public Distribution System (PDS) portal
2. Enter your ration card number, Aadhaar number, and registered mobile number
3. click Continue or Submit

If you have already completed your e-KYC, kindly disregard this message. For assistance or further queries, please feel free to contact us at PDS office

Thank you for your prompt attention to this matter.

Best regards,

Kumar chavda

VCO of thordi village.

3.Subject: Request for Quotation: Diamond Ring

Dear jaydip /JD jewelers,

I hope this message finds you well. I am writing to request a quotation for a diamond ring. Below are the details I am looking for:

Design/Style: Solitaire

Metal Type: Platinum

Diamond Specifications: Carat size,

Please include the following details in your quotation:

1. Price breakdown (diamond, metal, and other charges).

2. Certification details (e.g., GIA or IGI certification for the diamond).

3. Delivery timeline.

4. Warranty/Return policy.

If you have any similar designs available, feel free to share images or a catalog for reference. I look forward to your response and would appreciate receiving the quotation at your earliest convenience.

Thank you for your assistance.

Best regards,

Vinod chudasma

4.Subject: Resignation from My Position as Junior Frontend Developer

Dear Neeraj kaushik,

I hope this message finds you well. I am writing to formally resign from my position as a Junior Frontend Developer at Microsoft, effective on two weeks from the date of this email..

This decision was not made lightly, as my time at Microsoft has been incredibly rewarding. I am deeply grateful for the opportunities I have had to grow professionally, collaborate with such talented colleagues, and contribute to impactful projects. The knowledge and skills I’ve gained here will undoubtedly shape my future career.

I am committed to ensuring a smooth transition during my remaining time. I will work to complete any ongoing tasks, assist in handing over responsibilities, and provide any necessary documentation to support the team during this transition. Please let me know how else I can help in this process.

Thank you for your guidance and support throughout my time here. Microsoft has been an exceptional place to work, and I will always value the experiences I’ve had. I hope to stay in touch, and I wish the team continued success.

Warm regards,

Vinod chudasma

Mo: 6356596706

[Chudasmav2779@gmail.com](mailto:Chudasmav2779@gmail.com)

5. **Subject: Introduction Email to Client**  Transform Your Online Presence with WebHub

Dear celloip,

I hope this email finds you well!

I’m vinod chudasma, owner at WebHub, a website designing company dedicated to creating stunning, user-friendly, and result-driven websites tailored to meet your unique business needs.

We specialize in:

* **Custom Website Design:** Crafting designs that resonate with your brand identity.
* **Responsive Development:** Ensuring seamless experiences across all devices.
* **E-commerce Solutions:** Building platforms to drive sales and growth.
* **SEO Optimization:** Helping your website rank higher and gain visibility.

With a team of experienced designers and developers, we take pride in delivering projects that not only look great but also perform exceptionally. Whether you're looking to revamp your current website or build something new, we are here to help!

I’d love the opportunity to discuss how we can support your online goals. Please feel free to reply to this email or schedule a call at your convenience.

Looking forward to hearing from you!

Best regards,  
vinod chudasma  
CEO  
WebHub  
Mo-6356596706