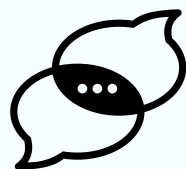




# TOTAL EMAIL TOOLKIT



**Speakalio**



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# EMAIL TYPES

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-  **1. Application Emails:** Used for applying to positions, programs, or opportunities. They are your first impression and require precision and professionalism.
-  **2. Requirement Emails:** These are sent to specify or inquire about the requirements of a task, project, or position.
-  **3. Follow-up Emails:** Essential for maintaining communication after an initial meeting, interview, or discussion, ensuring continuity and interest.
-  **4. Complaint Emails:** Crafted to address dissatisfaction or issues with services or products, focusing on problem resolution.
-  **5. Legal Matter Emails:** Pertaining to legal communications, requiring clarity, formality, and often confidentiality.
-  **6. Job Application Emails:** Your virtual handshake. These emails accompany your resume, highlighting your suitability for the position.
-  **7. Introduction/Networking Emails:** Ideal for establishing new connections or introducing yourself in your professional circle.
-  **8. Sales/Marketing Emails:** Aimed at promoting your products or services, crafted to engage and convert potential customers.
-  **9. Thank You Emails:** Expressing gratitude towards clients, colleagues, or partners, fostering positive relationships.
-  **10. Meeting Request/Invitation Emails:** Scheduling meetings or inviting participants, clearly outlining the agenda and purpose.
-  **11. Newsletter Emails:** Regular updates or news, keeping subscribers informed and engaged with your brand or organization.
-  **12. Announcement Emails:** Informing employees or clients about significant news, changes, or developments in your organization.
-  **13. Resignation Emails:** Formal notification of your intent to leave your position, maintaining professionalism and courtesy.

# EMAIL TYPES

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-  **14. Confirmation Emails:** For confirming orders, appointments, or reservations, providing clarity and assurance.
-  **15. Payment/Payment Reminder Emails:** Invoices, requests for payment, or reminders for due payments, ensuring financial transactions are clear and timely.
-  **16. Internal Communication Emails:** Essential for daytoday operations within a company, including updates, reports, or important announcements.
-  **17. Feedback/Survey Emails:** Seeking valuable insights from clients or employees, enhancing services or understanding needs.
-  **18. Employee Recognition Emails:** Acknowledging and appreciating the achievements and contributions of employees.
-  **19. Information Request Emails:** When you need specific information or documents, clarity and a direct request are key.
-  **20. Referral Emails:** Recommending a person for a job or opportunity, highlighting their strengths and suitability.
-  **21. Condolence/Sympathy Emails:** Expressing empathy and support during challenging times, requiring sensitivity and sincerity.

# FORMAL BUSINESS EMAILS TIPS

---

Formal mail, often referred to as a business or professional letter, is a type of communication typically used in professional or official contexts. It adheres to a specific set of conventions in both format and tone, ensuring that the message is conveyed in a respectful, clear, and concise manner.

## 1. Professional Greetings:

Begin with a formal greeting, addressing the recipient by their title and last name e.g., "Dear Mr. Smith,".

## 2. Avoid Contractions:

Refrain from using contractions e.g., "don't," "can't" for a more formal tone.

## 3. Structured and Clear:

Maintain a clear and structured format. Use paragraphs and bullet points for easy readability.

## 4. Professional Closing:

End with a formal closing e.g., "Sincerely," "Best regards," followed by your full name and title.

## 5. Polite Language:

Use polite and courteous language. Be mindful of your tone and avoid unnecessary informality.

## EXAMPLE 1: INQUIRY EMAIL

Dear Sir/Madam,

I hope this email finds you well.

The purpose of this email is to inquire about the latest updates to your software suite. **Could you please provide** detailed information on the features and pricing? Additionally, **I would appreciate if you could** send any relevant user guides or documentation.

I am pleased to inform you that we are considering integrating your software into our business operations. **Could we schedule a meeting to discuss** this potential collaboration in more detail? **I am available on [date/time]**, and it would be great if you could confirm a suitable time for you.

Thank you for your consideration.

If you have any further questions, please do not hesitate to contact me.

I look forward to your reply.

Sincerely,

[Your Name]

# FORMAL BUSINESS EMAILS TIPS

---

## EXAMPLE 2: FOLLOWUP EMAIL

Greetings [Name],

**I am following up on my previous email** regarding the annual report submission. **The main reason for this email is to address** the upcoming deadlines and ensure we are on track.

**I would be grateful if you could** update me on the current progress and any challenges you might be facing. **In response to your query**, I have enclosed the revised guidelines for the report structure and submission process.

**Regarding our upcoming meeting**, I propose we meet on [date] to further explore the strategies for this quarter. **Please let me know your availability for this proposed meeting.**

**I am thankful for your ongoing support with** this project. **Your cooperation is sincerely appreciated.**

**Looking forward to your valued response.**

**With best wishes,**  
[Your Name]

## EXAMPLE 3: PROJECT STATUS INQUIRY EMAIL

Subject: Status Update Needed for Project X

**Dear** [Recipient's Name],

**I hope you're doing well.**

**I'm writing to request a quick update on Project X. Could you please provide** a brief overview of the current progress and any immediate concerns?

Also, let's schedule a meeting to discuss in detail. I'm available [provide your availability here]. **Please let me know** a time that suits you.

**Looking forward to your prompt response.**

**Best,**  
[Your Name]  
[Your Position]

# FORMAL PHRASES

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---

## 1. Introduction

---

"Dear [Title] [Last Name],"

"To Whom It May Concern,"

"Dear Sir/Madam,"

"I hope this email finds you well."

"I am writing to you regarding..."

"Thank you for your prompt response to my previous email."

"Following our recent conversation..."

"As per our telephone conversation..."

"Allow me to introduce myself; I am [Your Name] from [Your Company]."

"I am reaching out to you in my capacity as [Your Position]."

"I hope this message finds you well."

---

## 2. Purpose of Email

---

"The purpose of this email is to..."

"I am writing to inquire about..."

"I am contacting you to confirm..."

"I am reaching out regarding..."

"I would like to discuss..."

"The intent of this email is to explore the possibility of..."

"I'm writing to request your assistance with..."

"This email serves as a formal request for..."

"The main reason for this email is to address..."

"I am reaching out to you today to discuss..."

---

## 3. Requesting Information or Action

---

"Could you please provide..."

"I would appreciate if you could..."

"Could you kindly update me on..."

"I would be grateful if you could..."

"Would you be so kind as to furnish us with..."

"I would be thankful if you could expedite..."

"It would be helpful if you could clarify..."

"I am in need of your assistance with..."

"May I kindly request your attention to..."

# FORMAL PHRASES

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## 4. Providing Information

---

- "I am pleased to inform you that..."
- "I would like to update you on..."
- "In response to your query..."
- "Please find attached..."
- "I have enclosed..."
- "I would like to bring to your notice..."
- "For your information, I have included..."
- "I am delighted to share with you..."
- "As an update to our previous discussion..."
- "I thought it pertinent to inform you that..."

---

## 5. Scheduling and Meetings

---

- "Could we schedule a meeting to discuss..."
- "I am available on [date/time], would that work for you?"
- "Please let me know your availability for..."
- "I would like to propose a meeting on [date/time] to..."
- "Regarding our upcoming meeting..."
- "Would it be possible to arrange a meeting concerning..."
- "I would be keen to set a date for our discussion on..."
- "Can we fix a time to go over..."
- "Let's schedule a call to address..."
- "I propose we meet on [date] to further explore..."

---

## 6. Follow-Up

---

- "I am following up on my previous email..."
- "Just checking in regarding..."
- "I wanted to follow up on our earlier discussion..."
- "I would like to remind you about..."
- "Following up on our last conversation..."
- "I am touching base on our prior interaction..."
- "This email serves as a gentle reminder regarding..."
- "In reference to our previous email..."
- "I wish to reiterate my earlier message about..."
- "Allow me to revisit our earlier discussion on..."



# FORMAL PHRASES

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## 7. Expressing Gratitude

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- "Thank you for your assistance with..."
- "I appreciate your quick response."
- "Thank you for your consideration."
- "I am grateful for your help in resolving..."
- "Thank you for your time and attention."
- "I am thankful for your ongoing support with..."
- "Your assistance in this matter is highly appreciated."
- "Thank you for your valuable input."
- "I would like to extend my gratitude for..."
- "Your cooperation is sincerely appreciated."

## 8. Apologies

---

- "I apologize for any inconvenience caused."
- "I regret the error and..."
- "Please accept my apologies for..."
- "I am sorry for the delayed response."
- "My apologies for any misunderstanding."
- "I must express my sincere apologies for..."
- "It was not my intention to cause any inconvenience."
- "I deeply regret any trouble caused."
- "Please forgive my oversight regarding..."
- "I take full responsibility for the mistake and..."

## 9. Closing Remarks

---

- "If you have any further questions, please do not hesitate to contact me."
- "I look forward to your reply."
- "Thank you for your attention to this matter."
- "Please feel free to contact me for any additional information."
- "I await your feedback."
- "Looking forward to your valued response."
- "I am eager to hear your thoughts on this matter."
- "Thank you in advance for your attention to this issue."
- "I appreciate your handling of this matter."
- "I trust you will find this in order."

# FORMAL PHRASES

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## 10. Signature

---

"Sincerely,"

"Yours sincerely," for formal letters where you know the name of the recipient

"Yours faithfully," for formal letters where you don't know the name of the recipient

"Best regards,"

"Kind regards,"

"Warm regards,"

"Respectfully,"

"With best wishes,"

"Cordially,"

"With sincere thanks,"

---

## 11. Additional Polite Phrases

---

"At your earliest convenience..."

"For your review and feedback..."

"For your consideration..."

"I would appreciate your advice on..."

"Your assistance in this matter is greatly appreciated."

"I value your insights on..."

"Your prompt response would be beneficial."

"I trust your judgment on..."

"Your guidance on this would be highly valuable."

"It would be our pleasure to work with you on..."

# FORMAL MAIL EXERCISE 1

Put the phrases into the correct gap.

I look forward to	The purpose of this email is to
For your information, I have included	I hope this email finds you well
Could you please provide	please do not hesitate to contact me
Dear Sir/Madam	I am writing to you regarding
Thank you for your consideration	Could we schedule a meeting to discuss

Subject: Inquiry About Partnership Opportunities

1\_\_\_\_\_.

2\_\_\_\_\_. 3\_\_\_\_\_ potential collaboration opportunities between our companies.

4\_\_\_\_\_ explore the possibility of a partnership that could benefit both our organizations. 5\_\_\_\_\_ information about your partnership policies and how we might engage in a mutually beneficial relationship?

6\_\_\_\_\_ a brief overview of our company and the areas where we think a partnership could be most effective. 7\_\_\_\_\_ this further?

8\_\_\_\_\_.

If you have any further questions, 9\_\_\_\_\_. 10\_\_\_\_\_ your reply.

Yours sincerely,

[Your Name]

[Your Position]

[Your Company]

# FORMAL MAIL EXERCISE 1

---

## KEY:

Subject: Inquiry About Partnership Opportunities

**Dear Sir/Madam,**

**I hope this email finds you well. I am writing to you regarding** potential collaboration opportunities between our companies.

**The purpose of this email is to** explore the possibility of a partnership that could benefit both our organizations. **Could you please provide** information about your partnership policies and how we might engage in a mutually beneficial relationship?

**For your information, I have included** a brief overview of our company and the areas where we think a partnership could be most effective. **Could we schedule a meeting to discuss** this further?

**Thank you for your consideration.**

If you have any further questions, **please do not hesitate to contact me. I look forward to** your reply.

Yours sincerely,

[Your Name]

[Your Position]

[Your Company]

# FORMAL MAIL EXERCISE 2

Put the phrases into the correct gap.

I am thankful for your ongoing support with	Best regards
In response to your query	Following our recent conversation
I appreciate your quick response	Dear
Regarding our upcoming meeting	I am pleased to inform you that
feel free to contact me for any additional information	

Subject: Follow-Up on Product Launch Discussion

1\_\_\_\_\_ [Name],

2\_\_\_\_\_, I wanted to provide an update on the product launch we discussed.

3\_\_\_\_\_ the launch date has been set for [Date]. 4\_\_\_\_\_, I have enclosed the detailed project timeline and marketing strategies we plan to implement.

5\_\_\_\_\_, I would like to propose a meeting on [date/time] to further go over the launch details and your team's involvement.

6\_\_\_\_\_ to my earlier inquiries and 7\_\_\_\_\_ this project.

Please 8\_\_\_\_\_. I await your feedback.

9\_\_\_\_\_,

[Your Name]

[Your Position]

[Your Company]

# FORMAL MAIL EXERCISE 2

---

## KEY:

Subject: Follow-Up on Product Launch Discussion

Dear [Name],

**Following our recent conversation,** I wanted to provide an update on the product launch we discussed.

**I am pleased to inform you that** the launch date has been set for [Date]. **In response to your query,** I have enclosed the detailed project timeline and marketing strategies we plan to implement.

**Regarding our upcoming meeting,** I would like to propose a meeting on [date/time] to further go over the launch details and your team's involvement.

**I appreciate your quick response** to my earlier inquiries and **I am thankful for your ongoing support with** this project.

Please **feel free to contact me for any additional information.** I await your feedback.

**Best regards,**

[Your Name]

[Your Position]

[Your Company]



# FORMAL MAIL EXERCISE 3 SCENARIO

---

## SAMPLE MAIL:

**Subject: Urgent Inquiry Regarding Delayed Shipment**

**Dear Mr. Smith,**

**I hope this email finds you well.** My name is [Your Name], and I am an employee at [Your Company]. **I am writing to you regarding** a crucial shipment from your company that has been unexpectedly delayed. This shipment is vital for our ongoing project overseen by my manager, Mr. Brown.

**I am reaching out regarding** the components that were supposed to arrive this week. As our project deadline is fast approaching, this delay could significantly impact our product development. **Could you please provide** us with an explanation for this delay and **an updated timeline** for the shipment's arrival? **We would appreciate if you could expedite** the process as our need is quite urgent.

**I am following up on my previous email** and would like to stress the importance of this matter. **Your prompt response would be beneficial** in helping us adjust our project timelines accordingly.

**Thank you for your attention to this matter.** We understand that unforeseen issues can arise and appreciate any efforts to resolve this situation promptly.

**Looking forward to your valued response.**

**Best regards,**

[Your Full Name]

[Your Position]

[Your Contact Information]



# APPLICATION EMAIL

---

An application formal email is a specific type of email used to apply for a job, an educational program, a grant, or any other formal opportunity. This kind of email is similar in nature to a formal letter but adapted to the email format. It is characterized by its professional tone, structured format, and focused content, all designed to present the sender as a suitable and serious candidate for the opportunity they are applying for.

## General Tips

- 1. Clear Subject Line:** Use a specific and concise subject line, like "Application for [Position Name] [Your Full Name]."
- 2. Formal Greeting:** Address the recipient formally, using titles and last names, or a general greeting if the name is unknown.
- 3. Introduction:** Briefly introduce yourself and state the purpose of your email. Include how you found out about the position or opportunity.
- 4. Highlight Relevant Skills and Experience:** In a few sentences, emphasize your qualifications and experiences that align with the requirements of the position or opportunity.
- 5. Customize Your Message:** Tailor your email to the specific role or opportunity. Avoid generic statements.
- 6. Conciseness and Clarity:** Keep your email brief and to the point, focusing on the most important information.
- 7. Professional Tone:** Maintain a formal and respectful tone throughout the email.
- 8. Call to Action:** Conclude by expressing your enthusiasm for the opportunity and suggesting the next steps or your availability for further discussion.
- 9. Formal Closing:** End with a formal closing, like "Sincerely" or "Best regards," followed by your full name.
- 10. Proofread:** Thoroughly check for grammatical errors or typos to ensure professionalism.
- 11. Attachments:** Remember to attach your resume and cover letter, if required, and mention them in your email.

# APPLICATION EMAIL EXAMPLE 1

---

## SAMPLE MAIL:

**Subject Line: Application for Graphic Designer Jane Doe**

**Dear Hiring Manager,**

**I am writing to express my interest in the Graphic Designer position as advertised on Indeed. As a Graphic Designer with 5 years of experience, I'm excited about this role.**

**My experience in digital design** makes me a strong candidate. At Creative Solutions, **I successfully led a major rebranding project.**

**I am particularly drawn to this opportunity at ABC Corporation for its innovative approach to design.**

**I am confident in my ability to contribute to ABC Corporation** and look forward to possibly discussing this with you.

**I am available for an interview at your convenience** and can provide further details as needed.

**Sincerely,**

Jane Doe

**Enclosed are my resume and cover letter.**

# APPLICATION EMAIL EXAMPLE 2

---

## SAMPLE MAIL:

**Subject Line: Job Application: Alex Smith for Marketing Coordinator**

Dear Hiring Manager,

**I am writing to apply for the position of** Marketing Coordinator, **as listed on** Indeed.com. With 3 years in marketing, I'm keen to join XYZ Corporation.

**My experience in** social media **and** content creation makes me a suitable candidate. At Creative Dynamics, **I successfully** boosted online engagement significantly.

**I am excited about the opportunity at** XYZ Corporation due to your innovative approach.

**I am confident in my alignment with the role's requirements** and look forward to discussing my application further.

**I am available for an interview at your convenience.**

**Sincerely,**  
Alex Smith

**Please find my resume attached.**

# APPLICATION PHRASES

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---

## 1. Subject Line

---

"Application for [Position Name] [Your Full Name]"  
"Interest in [Position] [Your Name]"  
"[Your Name] Application for [Position or Opportunity]"  
"Job Application: [Your Name] for [Position]"

---

## 2. Greeting

---

"Dear [Recipient's Name],"  
"Dear Hiring Manager,"  
"To Whom It May Concern,"  
"Dear [Department Name] Team,"

---

## 3. Introduction

---

"I am writing to express my interest in the [Position Name] as advertised on [Where You Found the Job]."  
"As a [Your Current Role/Title] with [Number of Years] years of experience, I am excited to apply for [Position Name]."  
"I am writing to apply for the position of [Position Name], as listed on [Company's Website/Job Board]."  
"I recently came across the job listing for [Position Name] on [Job Board/Company Website] and am very interested in this opportunity."

---

## 4. Highlighting Qualifications and Experience

---

"My experience in [Field or Specific Skill] makes me a suitable candidate for this role."  
"During my time at [Previous Company], I successfully [Achievement or Responsibility]."  
"As a [Your Current/Previous Role], I developed [Skill or Experience] which aligns well with the requirements for [Position Name]."  
"My background in [Area of Expertise] has equipped me with the necessary skills for this role."

# APPLICATION PHRASES

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## 5. Expressing Enthusiasm

---

- " I am particularly drawn to this opportunity at [Company Name] because [Reason]. The prospect of working with [Company or Team] excites me due to [Specific Reason or Company Attribute]."
  - " I am eager to bring my [Skills or Experience] to your esteemed company."
  - " Joining [Company Name] would be a significant step in my career."
- 

## 6. Closing Statement

---

- " I am confident that my skills and experiences align well with the expectations for this role."
  - " I look forward to the possibility of discussing this exciting opportunity with you."
  - " Thank you for considering my application. I am very keen on the opportunity to contribute to [Company Name]."
  - " I am enthusiastic about the chance to bring my unique talents to [Company Name]."
- 

## 7. Call to Action

---

- " I am available for an interview at your earliest convenience."
  - " Please feel free to contact me to discuss my application in further detail."
  - " I would be delighted to provide any further information you might need."
  - " I am looking forward to the opportunity to discuss how I can contribute to [Company Name or Team]."
- 

## 8. Formal Closing

---

- " Sincerely,"
  - " Best regards,"
  - " Respectfully,"
  - " Yours truly,"
- 

## 9. Mentioning Attachments

---

- " Please find my resume and cover letter attached."
- " I have attached my resume for your review."
- " Enclosed are my resume and cover letter."
- " Attached is my resume detailing my qualifications."

# APPLICATION EXERCISE 1

Fill up the gaps in email with given phrases

Dear Hiring Manager,	I am particularly drawn to this opportunity at
because of your innovative approach to marketing	I successfully led several high profile marketing campaigns
My experience in	During my time at
Sincerely	I am writing to express my interest in the
As a	I am confident that my skills and experiences align well with the expectations for this role
with 5 years of experience	makes me a suitable candidate for this role.
Please feel free to contact me to discuss my application in further detail.	I am available for an interview at your earliest convenience.
position as advertised on your company's website	Please find my resume and cover letter attached

Subject Line: Job Application: [Your Name] for Marketing Manager

1 \_\_\_\_\_,

2 \_\_\_\_\_ Marketing Manager 3 \_\_\_\_\_. 4 \_\_\_\_\_ Marketing Specialist 5 \_\_\_\_\_, I am excited to apply for this role.

6 \_\_\_\_\_ digital marketing and brand management 7 \_\_\_\_\_

8 \_\_\_\_\_ [Previous Company], 9 \_\_\_\_\_ that significantly increased brand visibility and sales.

10 \_\_\_\_\_ [Company Name] 11 \_\_\_\_\_ and your commitment to fostering a creative work environment.

12 \_\_\_\_\_. 13 \_\_\_\_\_. 14 \_\_\_\_\_.

15 \_\_\_\_\_,

[Your Full Name]

[Your Contact Information]

16 \_\_\_\_\_

# APPLICATION EXERCISE 1

---

## KEY:

Subject Line: Job Application: [Your Name] for Marketing Manager

Dear Hiring Manager,

I am writing to express my interest in the Marketing Manager position as advertised on your company's website. As a Marketing Specialist with 5 years of experience, I am excited to apply for this role.

My experience in digital marketing and brand management makes me a suitable candidate for this role. During my time at [Previous Company], I successfully led several highprofile marketing campaigns that significantly increased brand visibility and sales.

I am particularly drawn to this opportunity at [Company Name] because of your innovative approach to marketing and your commitment to fostering a creative work environment.

I am confident that my skills and experiences align well with the expectations for this role. I am available for an interview at your earliest convenience. Please feel free to contact me to discuss my application in further detail.

Sincerely,

[Your Full Name]

[Your Contact Information]

Please find my resume and cover letter attached.

# APPLICATION EXERCISE 2

Fill up the gaps in email with given phrases

At	The prospect of working with	with over 3 years of experience in fullstack development,
I would be delighted to provide any further information you might need	I am writing to apply for the position of	As a
as listed on	would be a significant step in my career.	excites me due to your leadership in innovative technology solutions
I am enthusiastic about the chance to bring my unique talents to	As a	Joining
I look forward to the possibility of discussing this exciting opportunity with you	I developed a robust codebase for several key projects which aligns well with the requirements for the	Best regards
Dear ___Team	Application for	Enclosed are my resume and cover letter.

1 \_\_\_\_\_ Software Engineer [Your Full Name]

2 \_\_\_\_\_ [Department Name] \_\_\_\_\_,

3 \_\_\_\_\_ Software Engineer, 4 \_\_\_\_\_ your company's careers page.

5 \_\_\_\_\_ Software Developer 6 \_\_\_\_\_, 7 \_\_\_\_\_ [Company Name].

8 \_\_\_\_\_ Software Developer 9 \_\_\_\_\_ [Previous Company], 10 \_\_\_\_\_ Software Engineer role.

11 \_\_\_\_\_ [Company Name] 12 \_\_\_\_\_. 13 \_\_\_\_\_ [Company Name]

14 \_\_\_\_\_.

15 \_\_\_\_\_. 16 \_\_\_\_\_.

17 \_\_\_\_\_,

[Your Full Name]

[Your Contact Information]

18 \_\_\_\_\_.



# APPLICATION EXERCISE 2

---

## KEY:

Subject: Application for Software Engineer [Your Full Name]

Dear [Department Name] Team,

**I am writing to apply for the position of Software Engineer, as listed on your company's careers page. As a Software Developer with over 3 years of experience in fullstack development, I am enthusiastic about the chance to bring my unique talents to [Company Name].**

**As a Software Developer at [Previous Company], I developed a robust codebase for several key projects which aligns well with the requirements for the Software Engineer role.**

**The prospect of working with [Company Name] excites me due to your leadership in innovative technology solutions. Joining [Company Name] would be a significant step in my career.**

**I look forward to the possibility of discussing this exciting opportunity with you. I would be delighted to provide any further information you might need.**

Best regards,

[Your Full Name]

[Your Contact Information]

**Enclosed are my resume and cover letter.**



# EXERCISE 3 SCENARIO

---

## SAMPLE MAIL:

**Subject Line: Application for Marketing Coordinator - [Your Full Name]**

**Dear Hiring Manager,**

**I am writing to express my interest in the Marketing Coordinator position as advertised on [Job Board Name]. As a Digital Marketing Specialist with 3 years of experience,** I am excited to apply for this role at XYZ Company.

**My experience in digital marketing and social media management** makes me a suitable candidate for this position. At ABC Marketing, **I successfully increased social media engagement by 40%** over a year.

**I am particularly drawn to this opportunity at XYZ Company** because of your innovative approach in online campaigns. **Joining XYZ Company would be a significant step in my career,** allowing me to contribute to your team's success.

**I am confident that my skills and experiences align well with the expectations for the Marketing Coordinator role. I look forward to the possibility of discussing this exciting opportunity with you.**

**I am available for an interview at your earliest convenience. Please feel free to contact me to discuss my application in further detail.**

**Sincerely,**

[Your Full Name]

**Enclosed are my resume and cover letter.**

# CONDOLENCE/SYMPATHY EMAIL

---

A formal condolence or sympathy email is a written communication sent to express sympathy and support to someone who has experienced a loss, such as the death of a loved one. Remember, the purpose of a condolence email is to offer comfort and express sympathy, not to diminish the loss or impose your own feelings. It's important to be sincere and thoughtful in your message.

## General Tips

- 1. Be Sincere:** Express your condolences genuinely. Avoid overly flowery or exaggerated language.
- 2. Keep it Brief but Thoughtful:** Convey your message succinctly while showing empathy and care.
- 3. Use Respectful Language:** Maintain a respectful and considerate tone throughout the email.
- 4. Personalize Your Message:** Include a personal note or memory if you knew the deceased, but keep it appropriate and brief.
- 5. Offer Support:** Mention your willingness to help, but be specific and realistic about what kind of support you can provide.
- 6. Be Mindful of Timing:** Send your condolence email in a timely manner, ideally within a week of learning about the loss.
- 7. Proofread Before Sending:** Check for typos or errors to ensure your message is clear and respectful.
- 8. Respect Privacy:** Be mindful of the recipient's privacy and emotional state. Avoid asking for details about the death or making assumptions.

# CONDOLENCE/SYMPATHY EMAIL EXAMPLE 1

## SAMPLE MAIL:

**Subject: Heartfelt Condolences and Support for You and Your Family**

Dear [Recipient's Name],

**Please accept my heartfelt condolences on the loss of your** [relation with the deceased]. I cannot begin to imagine the depth of your pain, but I want to offer my sympathies during this sorrowful time.

I had the privilege of knowing [Deceased's Name] through our shared [mention any shared experience or connection]. [Deceased's Name] **will be remembered for his/her [mention a positive trait or contribution]**. Their influence and kindness were truly remarkable and left a lasting impact on everyone they met.

In these challenging times, I want you to know that I am here for you. **Please don't hesitate to reach out to me for support.** Whether you need someone to talk to or help with managing things, I am just a call away.

**In this tough time, may you find strength from the love and care that surrounds you.** Remember, [Deceased's Name]'s legacy and the wonderful memories you shared will always be with you.

**With heartfelt condolences,**

[Your Name]

# CONDOLENCE/SYMPATHY EMAIL EXAMPLE 2

## SAMPLE MAIL:

**Subject: Deepest Condolences on Your Loss**

**Dear** [Recipient's Name],

I was **deeply saddened to hear about** [Deceased's Name]'s **passing**. This must be an incredibly difficult time for you and your family, and my thoughts are with you.

[Deceased's Name] was a remarkable person, and I feel fortunate to have known them. **One of my favorite memories with** [Deceased's Name] is the time we spent together at [specific event or occasion]. Their warmth and kindness were truly special and will not be forgotten.

During this challenging time, I want you to know that I am here for you. **If there's anything I can do to assist you during this time, please let me know.** Whether it's helping with arrangements or just lending an ear, I am here.

**May the love and memories you shared with** [Deceased's Name] **bring you comfort.** Remember that you are not alone and are surrounded by people who care deeply for you and are here to support you.

**With deepest sympathy,**

[Your Name]

# CONDOLENCE/SYMPATHY EMAIL PHRASES

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## 1. Introduction

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"Dear [Recipient's Name],"  
"To the Family of [Deceased's Name],"  
"To [Recipient's Name] and Family,"

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## 2. Expressing Condolences

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"I was deeply saddened to hear about [Deceased's Name]'s passing."  
"Please accept my heartfelt condolences on the loss of your [relation with the deceased]."  
"My thoughts are with you and your family during this difficult time."  
"I am so sorry to hear about your loss."

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## 3. Sharing Memories (if applicable)

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"I will always cherish the memories of [Deceased's Name], especially..."  
"[Deceased's Name] will be remembered for his/her [mention a positive trait or contribution]."  
"One of my favorite memories with [Deceased's Name] is..."

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## 4. Offering Support

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"If there's anything I can do to assist you during this time, please let me know."  
"I am here for you and am willing to help in any way I can."  
"Please don't hesitate to reach out to me for support."

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## 5. Closing Message

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"May the love and memories you shared with [Deceased's Name] bring you comfort."  
"In this tough time, may you find strength from the love and care that surrounds you."  
"My thoughts and prayers are with you."

# CONDOLENCE/SYMPATHY EMAIL PHRASES

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## 6. Concluding Salutation

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"With deepest sympathy,"

"Yours sincerely,"

"With heartfelt condolences,"

"With warm regards,"

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## 7. Additional Phrases (General)

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"Thinking of you in these difficult times."

"It's hard to find words at a time like this, but please know you are in my thoughts."

"I share in your grief and send you my love."

"Your [relation with the deceased] was a wonderful person and will be greatly missed."

"May you find peace and comfort in your memories and in the love that surrounds you."



# CONDOLENCE/SYMPATHY EMAIL EXERCISE 1

Fill up the gaps in email with given phrases

May the love and memories you shared with	please let me know	I will always cherish the memories of
I was deeply saddened to hear about	With deepest sympathy	bring you comfort
Especially	Dear	Passing
If there's anything I can do to assist you during this time		

Subject: With Heartfelt Sympathy on Your Loss

1\_\_\_\_\_ [Recipient's Name],

2\_\_\_\_\_ [Deceased's Name]'s 3\_\_\_\_\_. Your loss deeply moves me, and I want to extend my sincerest condolences to you and your family during this difficult time.

[Deceased's Name] was truly an exceptional person. 4\_\_\_\_\_ [Deceased's Name], 5\_\_\_\_\_ the times we shared [mention a specific event or quality of the deceased]. Their kindness and warmth touched many lives, including mine.

In these trying times, please remember that you are not alone. 6\_\_\_\_\_, 7\_\_\_\_\_. Whether it's helping with arrangements or just offering a listening ear, I am here for you.

8\_\_\_\_\_ [Deceased's Name] 9\_\_\_\_\_. I hope you find some solace in knowing that [Deceased's Name] left a lasting impact on all who knew them.

10\_\_\_\_\_,  
[Your Name]

# CONDOLENCE/SYMPATHY EMAIL EXERCISE 1

## KEY:

Subject: With Heartfelt Sympathy on Your Loss

Dear [Recipient's Name],

**I was deeply saddened to hear about** [Deceased's Name]'s **passing**. Your loss deeply moves me, and I want to extend my sincerest condolences to you and your family during this difficult time.

[Deceased's Name] was truly an exceptional person. **I will always cherish the memories of** [Deceased's Name], **especially** the times we shared [mention a specific event or quality of the deceased]. Their kindness and warmth touched many lives, including mine.

In these trying times, please remember that you are not alone. **If there's anything I can do to assist you during this time, please let me know.** Whether it's helping with arrangements or just offering a listening ear, I am here for you.

**May the love and memories you shared with** [Deceased's Name] **bring you comfort.** I hope you find some solace in knowing that [Deceased's Name] left a lasting impact on all who knew them.

**With deepest sympathy,**

[Your Name]

# CONDOLENCE/SYMPATHY EMAIL EXERCISE 2

Fill up the gaps in email with given phrases

Please accept my heartfelt condolences on the loss of your		
In this tough time	With heartfelt condolences	will be remembered for his/her
To	Please don't hesitate to reach out to me for support	may you find strength from the love and care that surrounds you

Subject: In Loving Memory of [Deceased's Name]

1\_\_\_\_\_ [Recipient's Name] and Family,

2\_\_\_\_\_ [relation with the deceased]. It is never easy to lose someone so important in our lives, and my heart goes out to you during this sorrowful time.

[Deceased's Name]'s life was a testament to their remarkable character and spirit. [Deceased's Name] 3\_\_\_\_\_ [mention a positive trait or contribution]. Their legacy will continue to live on in the hearts of those who knew them.

4\_\_\_\_\_ Whether you need someone to talk to, or help with day-to-day tasks during this period, I am here to help in whatever way I can.

5\_\_\_\_\_, 6\_\_\_\_\_. Your [relation with the deceased] was a wonderful person and will be greatly missed by all who had the privilege to know them.

7\_\_\_\_\_,  
[Your Name]

# CONDOLENCE/SYMPATHY EMAIL EXERCISE 2

## KEY:

Subject: In Loving Memory of [Deceased's Name]

To [Recipient's Name] and Family,

**Please accept my heartfelt condolences on the loss of your** [relation with the deceased]. It is never easy to lose someone so important in our lives, and my heart goes out to you during this sorrowful time.

[Deceased's Name]'s life was a testament to their remarkable character and spirit. [Deceased's Name] **will be remembered for his/her** [mention a positive trait or contribution]. Their legacy will continue to live on in the hearts of those who knew them.

**Please don't hesitate to reach out to me for support.** Whether you need someone to talk to, or help with day-to-day tasks during this period, I am here to help in whatever way I can.

**In this tough time, may you find strength from the love and care that surrounds you.** Your [relation with the deceased] was a wonderful person and will be greatly missed by all who had the privilege to know them.

**With heartfelt condolences,**

[Your Name]



# CONDOLENCE/SYMPATHY EMAIL SCENARIO

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## SAMPLE MAIL:

**Subject: My Deepest Sympathy for Your Loss**

Dear Ms. Thompson,

**I was deeply saddened to hear about your father's passing.** This must be an incredibly hard time for you, and I wanted to extend my sincere sympathies.

I remember meeting your father at the company's summer event last year. **He was such a warm and engaging person, and it was evident how much he was loved and respected.**

During this challenging period, please remember that you are not alone. **If there's anything I can do to assist you, whether it's work-related or otherwise, please do not hesitate to reach out.**

**May the memories and love of your father bring you comfort during this difficult time.** He was an extraordinary person, and his memory will live on in the hearts of those who knew him.

**With heartfelt condolences,**  
[Your Name]