Response to Client: - (*Steps to follow*).

08-Parts of an Email:-

1. Addressed To:-

 *Name*

 *Designation.*

2. Salutations:-

 *Respected Sir / Madam,*

3. Starting:-.-

 *Hi! I hope you are doing well. So nice to see your brisk response.*

*To follow up on our previous discussion, you gave feedback on the matter as we talked about earlier*.

4. Main Matter with Concern: - (one concise & separate paragraph)

5. Solution with Proposal: - (one concise & separate paragraph)

6. Conclusive Note:-

*Don't hesitate to approach us freely, if you require any further assistance or other information, you shall be responded/dealt with prompt feedback on* ***Priority Basis****.*

7. Requisite Feedback:-

*Kindly, I am looking forward to hearing from you soon. Waiting for your response, please*.

*Thanks & Regards*,

8. Signature.

 *Name:-*

 *Designation:-*

 *Company: M/s.….. PVT LTD.*

 *Contact Details: - (Email & Cell)*

 *Website: - www……com.*