

MAIL to SELF

Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You for your patience

Dear _____ (Name of the Recipient)

We want to thank you for enquiring about our event décor service. We apologize for the delay in response due to the festive season holidays. Thanks for keeping patience. As mentioned in your enquiry email, you are looking for a birthday décor for your son's first birthday. We have attached our detailed catalogue for reference. We have also attached a few sample images of the events organized by our team.

Kindly let us know when you are free to attend personal meetings so that we can discuss more about the details. In the meantime, please contact us on XXXXX in case you need any more information.

Thank you for your patience and interest. We look forward to filling your special day with happiness and warmth.

Sincerely,

(Signature)

Sender's Full Name