**Module 1: Effective Communication**

**1. Thank You Email.**

**Subject:** Thank You for Your Help with React JS

Dear Shabbir,

I hope you’re doing well. I wanted to sincerely thank you for sharing such valuable and helpful information about React JS with me. Your insights have been incredibly helpful, and they’ve made it much easier for me to understand React JS.

Once again, thank you!

Warm regards,  
Aaftab.

**2. Letter of Apology Email.**

**Subject:** Apology for Not Attending College

Dear Vijay Patel,

I hope you are doing well. I am writing to sincerely apologize for not attending college recently. I would like to inform you that I am currently pursuing another course at a different location, which has led to my absence from college.

I understand the importance of being present at college and keeping up with my studies, and I regret not being able to attend. This decision was made after careful consideration, as I felt that the additional course would help me grow academically and professionally.

I sincerely apologize for any inconvenience my absence may have caused, and I hope you understand the reasons behind my decision. Please be assured that I am committed to continuing my academic journey and will make every effort to stay updated on any work or assignments missed during this time.

Thank you for your understanding and support.

Your student,  
Aaftab.

**3. Reminder Email.**

Subject: Reminder: E-Commerce Project Submission for College

Dear Sahid,

I hope you're doing well. I am writing to kindly remind you about the e-commerce project for our college. As discussed earlier, the project needs to be completed and submitted soon.

Please let me know if you need any help or if you have any questions regarding the project. I look forward to working together and finalizing the details.

Thank you for your attention, and I would appreciate it if you could keep me updated on your progress.

Your Best Friend,  
Aaftab.

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

Subject: How is Your Work Going? Need an Update

Dear Arbaz,

I hope you're doing well. I just wanted to check in and ask how your work is going. Is everything going smoothly, or are you facing any challenges?

If you need any help, feel free to let me know. I’m always here to support you. Looking forward to your reply.

Thank you,  
Your Brother,

Aaftab.

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

**Subject:** College Exams and Current Situation Update

Dear Kasim,

I hope you are doing well. I am writing to inquire about the current situation at college. I wanted to ask if everything is going well, and if there are any updates regarding the upcoming exams. Have the exam dates been announced yet?

Please let me know when you get a chance. I would appreciate any updates you can provide.

Thank you for your time, and looking forward to your reply.

Best regards,  
Aaftab.