**Module 1: Effective Communications**

**Professional Email Samples**

*(By Ansh Shah)*

**1. Thank You Email**

**Subject:** Thank You for Your Support on the Project

**Dear Ketu Ma’am,**

I would like to express my heartfelt thanks for your invaluable support and guidance throughout the project. Your insights, encouragement, and timely assistance played a crucial role in its successful completion.

I truly appreciate the time and effort you dedicated to helping me. Thank you once again for your unwavering support.

**Best regards,**  
Ansh Shah

**2. Letter of Apology**

**Subject:** Apology for Delayed Submission of Report

**Dear Ketu Ma’am,**

I am writing to offer my sincere apologies for not submitting the report on time. I understand that this may have caused inconvenience, and I take full responsibility for the delay.

I am currently taking the necessary steps to ensure that such delays do not occur again in the future. Thank you for your patience and understanding.

**Best regards,**  
Ansh Shah

**3. Reminder Email**

**Subject:** Gentle Reminder: Report Submission Deadline

**Dear Ketu Ma’am,**

I hope this message finds you well. I would like to kindly remind you of the upcoming deadline to submit the report, scheduled for **25th July 2025, before 5:00 PM**.

If you require any further details or assistance, please feel free to let me know. Thank you in advance for your attention to this matter.

**Best regards,**  
Ansh Shah

**4. Quotation Email**

**Subject:** Quotation for Office Stationery Supplies

**Dear Ketu Ma’am,**

Thank you for your inquiry regarding our office stationery supplies. Please find attached the quotation, which includes detailed pricing and delivery information for the requested items.

Should you have any questions or require further clarification, please don’t hesitate to contact me. We look forward to the opportunity to work with you.

**Best regards,**  
Ansh Shah  
*Sales Executive*  
Transport Office Supplies Pvt. Ltd.

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

**Subject:** Request for Information on Annual Maintenance Services

**Dear Ketu Ma’am,**

I hope this message finds you well. I am writing to request further information about your annual maintenance services for commercial air conditioning systems.

Kindly share details regarding available service packages, pricing, emergency response times, technician qualifications, and the coverage of spare parts under your plans.

Thank you for your time and assistance. I look forward to your response.

**Best regards,**  
Ansh Shah