

Module 1: Effective Communication

Task: Write professional emails based on any 5 of the following scenarios. Ensure clarity, conciseness, and a formal tone.

1. Thank you Email

Subject: Thank You for the Meeting.

Dear Sir/Ma'am,

I wanted to express my gratitude for the opportunity to meet with you. I truly appreciate the time you took to discuss our project. Our conversation left me feeling very optimistic about the potential for our collaboration.

Thank you once again for your valuable insights and guidance. I look forward to working together and achieving great results.

Thank you once again for your invaluable support.

Best regards,

Ashish Jayaswal

2. Email of Apology

Subject: I'm Sorry

Dear Friend,

I hope you're well. I wanted to reach out and apologize for missing your party. I feel terrible about how my actions affected you, and I deeply regret any hurt or disappointment I caused.

Our friendship means a lot to me, and I hope we can talk about this and move past it. I am truly sorry and will do my best to ensure this doesn't happen again.

Thank you for your understanding.

Best friend,

Ashish Jayaswal

3. Reminder Email

Subject: Friendly Reminder upcoming Meeting.

Dear Sir/Ma'am,

I hope you're doing well. This is a friendly reminder about our upcoming meeting scheduled for 15/03/2025 at 9.30 am. We will be discussing our project.

Please let me know if you have any questions or need any additional information beforehand. I look forward to our productive discussion.

Thank you for your attention to this matter.

Best regards,

Ashish Jayaswal

4. Asking For Raise in Salary.

Subject: Request for Salary Raise.

Dear Sir/Ma'am,

I hope this email finds you well. I am writing to formally request a review of my current salary.

Over the past 2 year 6 six months, I have had the opportunity to contribute to many projects or tasks.

These contributions have not only helped in achieving the team's objectives but have also significantly impacted company's goals, client satisfaction etc.

Given my accomplishments and the additional responsibilities. I have taken on, I believe it is appropriate to discuss an adjustment to my salary to better reflect my value to the company.

Thank you for considering my request. I look forward to discussing this with you.

Best regards,

Tushar Karamchandani

5. Email Asking for a Status Update

Subject: Request for Project Status Update

Dear Sir/Ma'am,

I hope this email finds you well. I am writing to request an update on the status of the Our project, which is currently being handled by your team.

We are particularly interested in understanding the current progress, any completed milestones, any challenges faced, and the expected timeline for the upcoming phases. Additionally, if there are any actions required from our side to facilitate the project's progress, please let us know.

Your prompt response would be greatly appreciated, as it will help us to stay aligned and ensure we are meeting our overall project goals and deadlines.

Thank you for your cooperation and support. I look forward to your update.

Best regards,

Ashish Jayaswal