Module 1 : Effective Communication

1.Email to Your Boss About a Problem (Requesting Help)

Form : avinash12yadav98@gmail.com

To : prakash@ptpl.com

Subject: Assistance Required with Client Data Integration Issue.

Dear Mahesh Sir,

I am reaching out to inform you of a recurring issue we are facing with the integration of client data into our CRM system. Despite multiple attempts, some data sets are not syncing correctly, which could affect our reporting accuracy.

I have attempted basic troubleshooting and consulted with the IT team, but the issue persists. I would appreciate your guidance of technical support to resolve this matter promptly.

Thank you for your support.

Best regards,

Avinash Yadav

Network Support

2. Email of Inquiry for Requesting Information

From: : avinash12yadav98@gmail.com

To : prakash@ptpl.com

Subject: Request for Information Regarding Training Program

Schedule

Dear Mahesh Sir,

I hope this message find you well. I am writing to inquire about the upcoming schedule for the Advanced Communication Skill Training Program. I am particularly interested in the modules covering workplace communication and presentation skill.

Could you kindly share the dates, timings, and registration requirements at your earliest convenience?

Thank you in advance for your assistance.

Regards,

Avinash Yadav

3. Introduction Email to Client

From: avinash12yadav98@gmail.com

To :mukeshyadav1245@gmail.com

Subject: Introduction Kurmi Sanjay, Your New Point of Contact at Prakash PPTL Limited

Dear Mukesh Yadav,

I hope this message finds you well. My name is Kurmi Sanjay, I am pleased to introduce my self as your new point of contact at Bosch Services Private Limited. I will be assisting you with all customer Services – related matters, including account management, issue resolution, and general support.

Please feel free to reach out to me directly for any questions, feedback, or support you may need. I look forward to working with you and ensuring that your experience with our company remains smooth and productive.

Thank you for your continued partnership.

Best regards,

Avinash Yadav

Network Support

4. Resignation Email

From: avinash12yadav98@gmail.com

To : prakash@ptpl.com

Subject: Formal Resignation Notice

Dear Kartik Sir,

I hope this message finds you well. Please accept this email as formal notice of may resignation from my position as Network Support at Prakash PPTL Services Private Limited, effective 20 April, my last Working Day.

I am grateful for the opportunities for professional and personal growth during my time with the organization. I will endure a smooth handover of my responsibilities before my departure.

Thank you once again for your support and guidance.

Sincerely,

Avinash Yadav

5. Asking for a Raise in Salary

From: avinash12yadav98@gmail.com

To : prakash@ptpl.com

Subject: Request for Consideration of Salary Review

Dear Mahesh Sir,

I hope you are doing well. I would like to request a review of my current salary formally. Over the past 8 month, I have consistently met targets, taken on additional responsibilities, and contributed to several successful projects.

I believe my performance merits consideration for a raise, and I would appreciate the opportunity to discuss this with you further at a convenient time.

Thank you for your attention to this matter.

Sincerely,

Avinash Yadav

Network Support