

Module 1: Effective Communication

Q-1 Thank you Email

Subject: Thank You for Your Time and Consideration

Dear Meet,

I hope this email finds you well.

I would like to take a moment to express my sincere gratitude for the opportunity to thankful to words service. Your time, insights, and consideration are highly appreciated.

I look forward to continuing our collaboration and am confident that we can achieve great results together. If there's anything further you need from my end, please don't hesitate to reach out.

Thank you once again for your support.

Best regards,

Atul Bhai

Security guard

ABC company

Q-2 Apology for the Recent Oversight

Dear Bhavya,

I hope you are doing well.

I am writing to sincerely apologize for the delay in sending the required documents, the oversight during our last meeting. I understand how this may have caused inconvenience, and I take full responsibility for the situation.

Please be assured that I am taking immediate steps to resolve the issue and prevent such occurrences in the future. If there is anything further I can do to rectify the situation, please do not hesitate to let me know.

Once again, I am truly sorry for any disruption this may have caused, and I appreciate your understanding.

Sincerely,

Meet

Manager

Xyz company

Q-3 Reminder Email

Subject: Friendly Reminder: Coming Up Diwali Event

Dear Rakes,

I hope this email finds you well. I wanted to send a quick reminder about the upcoming Diwali event scheduled for 18oct to 23oct.

Just to confirm, the details are as follows:

- Event Name:Diwali
- Date: 18oct to 23oct.
- Time: morning 10clock
- Location: raiya road

Please let me know if there are any questions or if anything needs to be adjusted. Looking forward to your participation!

Best regards,

bhavya

HR

Q-4 Quotation Email

Subject: Quotation for Advertisement – New gujarat newspaper

Dear Ankitbhai,

Thank you for your inquiry. Please find below the quotation forAdvertisement:

- Our Service: Our Advertisement service is now available at an exclusive price of at lower margin, only for a limited time! Don't miss out
- Price: 3000\$ per month.
- Delivery: 6 post atb one day
- Payment Terms: Online Or Cash

This quote is valid until [validity date]. Let me know if you need any further information.

Best regards,
Bhavya Bundela

HR
BBB CO.

Q-5 Email of Inquiry for Requesting Information

Subject: Inquiry for Information

Dear Bhavya Bundela,

I hope this message finds you well. I am reaching out to request more information regarding inquiry purpose.

Could you please provide further details or direct me to the appropriate resources?

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

Best regards,

Bhavya Bundela

Mo.: 87991442323

Raiya road

Rajkot-360007