# **Assignment**

***Module-1: Effective Communication***

1. Thank you Email

Subject: Thank You for Your Guidance and Support

Dear Sir/Madam,

I sincerely thank you for your valuable guidance and support. Your encouragement and insights have been truly motivating and have helped me gain more clarity and confidence in my journey as a Front-End Developer.

I’m grateful for the time and effort you’ve taken to assist me, and I look forward to applying your advice as I continue to grow and learn in this field.

Warm regards,

Darshan Chavda

+91 93130-82769

***2. Letter of Apology***

Subject: Sincere Apology

Dear Sir/Madam,

I hope this message finds you well.

I would like to sincerely apologize for the delay in my response. I truly regret any inconvenience this may have caused and appreciate your patience and understanding.

Please be assured that I value your time and support, and I am taking all necessary steps to ensure this does not happen again in the future.

Thank you once again for your understanding.

Warm regards,

Darshan Chavda

+91 93130-82769

* ***3. Reminder Email***

Subject: Gentle Reminder Regarding Our Previous Conversation

Dear Sir/Madam,

I hope you are doing well.

This is a gentle reminder regarding my previous message. I wanted to kindly follow up to see if there have been any updates or if any further information is required from my side.

I truly appreciate your time and consideration, and I look forward to hearing from you soon.

Warm regards,

Darshan Chavda

+91 93130-82769

***4. Quotation Email***

Subject: Quotation for Handmade Gifting Services

Dear Tushar,

I hope you’re doing well.

Thank you for your interest in our handmade gifting services. As requested, please find below the quotation for the items discussed:

Quotation Details:

• Product Name: Customized Gift Hamper

• Quantity: 1 unit

• Price per Unit: ₹ 4580

• Total Amount: ₹ 10000

• Delivery Time: 1-7 working days

• Additional Notes: Includes gift wrapping

Please feel free to reach out if you have any questions or if you would like to make changes to the order. I would be happy to assist you further.

Looking forward to your confirmation.

Warm regards,

Darshan Chavda

+91 93130-82769

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

Subject: Enquiry Regarding Front-End Developer Internship Opportunity

Dear Sir/Madam,

I hope you are doing well.

My name is Sanskriti Mishra, and I am currently pursuing Front-End Development training at TOPS Technologies in Ahmedabad. I came across your company and was impressed by your work in the tech domain.

I am writing to enquire about any available internship opportunities in Front-End Development at your organization. I am keen to gain hands-on experience and apply the skills I have learned so far in HTML, CSS, JavaScript, and React.

If there are any openings, I would be grateful if you could share the details regarding the application process, duration, and any other requirements.

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

Warm regards,

Darshan Chavda

Front-End Developer (Trainee)

+91 93130-82769