

## Module 1: Effective Communication

### 1. Thank You Email

To: [abc@gmail.com](mailto:abc@gmail.com)

**Subject:** Thank You for Your Support

Respected Sir,

I hope this message finds you well. I wanted to take a moment to express my sincere gratitude for your support during project. Your assistance was invaluable, and I truly appreciate the time and effort you dedicated to help me.

Once again, thank you for your generosity and professionalism. I look forward to continuing our successful collaboration.

Best regards,  
Dharmi Kanakhara

### Letter of Apology

To: [riya@gmail.com](mailto:riya@gmail.com)

**Subject:** Apology for mistake

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Respected Mam,

I hope this email finds you well. I am writing to formally apologize for the mistake we made. I understand how this has impacted you, and I deeply regret any inconvenience it may have caused.

Please rest assured that we are taking immediate steps to address this situation and prevent similar issues from arising in the future.

I greatly appreciate your understanding, and I assure you that we are committed to resolving this matter swiftly.

Kind regards,  
Dharmi Kanakhara

Reminder Email

To : [alisha@gmail.com](mailto:alisha@gmail.com)

**Subject:** Friendly Reminder: Due Assignment

3.

Dear [Recipient's Name],

I hope you're doing well. I wanted to kindly remind you about assignment, which is due by 23 December, 2024.

If you have already addressed this, please disregard this message. However, if you require any further information or assistance, please don't hesitate to reach out.

Thank you for your attention to this matter.

Best regards,  
Dharmi Kanakhara

Email Asking for a Status Update

To : [xyz@gmail.com](mailto:xyz@gmail.com)

**Subject:** Request for Status Update on Project

Dear Krishna,

I hope you are doing well. I am writing to kindly request an update on the status of the project. As we are approaching the

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agreed-upon deadline, I would appreciate any information regarding progress and whether there are any areas requiring attention.

Please let me know if you need further details from my side to help move things forward.

Looking forward to your response.

Best regards,  
Dharmi Kanakhara

Asking for a Raise in Salary

To : [abc@gmail.com](mailto:abc@gmail.com)

**Subject:** Request for Salary Review

Dear Yashvi,

I hope you're doing well. I am writing to formally request a review of my current salary. Over the past 3 years, I have taken on increased responsibilities and have successfully contributed

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to projects, which I believe align with the objectives and success of our team.

Considering my contributions and the market trends, I would like to discuss the possibility of an adjustment in my compensation.

I would appreciate the opportunity to discuss this matter with you further at your earliest convenience. Thank you for considering my request.

Sincerely,  
Dharmi Kanakhara