

# **Module 1: Effective Communication**

## **1. Thank you Email:**

To: dishapandya@gmail.com

Subject: thank you for your support and guidance.

Dear Disha ma'am,  
Greetings of the day!

I hope this e-mail finds you well. I am writing to sincerely thank you for your guidance and support during soft skill classes. Your clear instructions and timely feedback played a major role in helping me understand the project thoroughly and complete it successfully.

It was a valuable learning experience for me, and I truly appreciate the opportunity to contribute. Working under your supervision not only enhanced my soft skills but also improved my ability to work as part of a team.

Once again, thank you for your encouragement and mentorship. I look forward to learning more and contributing to future projects.

Warm regards,  
Dhruvi Thakkar  
BCA Student,  
[thakkardhruvi2710@email.com](mailto:thakkardhruvi2710@email.com)

## **2. Letter of apology:**

To: dishapandya@gmail.com

Subject: Apology for delay in submission .

Dear Disha ma'am,

Greetings of the day!

I would like to sincerely apologize for the delay in submitting the assignment that was due on July 24th. Due to an unexpected technical issue, I was unable to complete the task on time. I fully understand the importance of assignments deadlines and the inconvenience caused by delays.

I have now completed and submitted the assignments for your review. I have also taken the necessary steps to ensure that similar issues do not occur in the future by keeping a backup and managing my time more effectively.

Thank you for your patience and understanding. I value your support and will strive to maintain better punctuality in the future.

Sincerely,

Dhruvi Thakkar

BCA Student

[thakkardhruvi2710@email.com](mailto:thakkardhruvi2710@email.com)

### **3. Reminder e-mail:**

To: dishapandya@gmail.com

Subject: Reminder regarding internship approval.

Dear Disha ma'am,

Greetings of the day!

I hope you are doing well. I'm writing to kindly remind you about my internship approval request that I submitted on July 18th. As per the external organization's policy, the confirmation is required before August 1st.

I would be grateful if you could review my request at your earliest convenience and provide the necessary approval. I have attached the relevant documents again for your reference.

Please let me know if there is any further information or clarification needed. Thank you in advance for your support and time.

Best regards,  
Dhruvi Thakkar  
BCA Student,  
[thakkardhruvi2710@email.com](mailto:thakkardhruvi2710@email.com)

#### **4. Status update e-mail:**

To: dishapandya@gmail.com

Subject: Request for status update on project .

Dear Disha ma'am,  
Greetings of the day!

I hope everything is going well on your end. I am writing to kindly request a status update on the "Online Banking Portal" project. Our last interaction was on July 15th, and I would like to know if there are any updates or changes to the current plan.

A clear understanding of the status will help me manage my tasks effectively and coordinate with my team for the next phase. If any additional inputs are needed from my side, please let me know.

Thank you for your time and guidance. I look forward to hearing from you soon.

Warm regards,  
Dhruvi Thakkar  
BCA Student  
[thakkardhruvi2710@gmail.com](mailto:thakkardhruvi2710@gmail.com)

### **5. Introduction e-mail to client:**

To: dishapandya@gmail.com

Subject: Introduction : Dhruvi Thakkar – project assistant.

Dear Disha ma'am,  
Greetings of the day!

My name is Dhruvi Thakkar, and I would like to formally introduce myself as your new point of contact for the "E-Commerce Website" development project. I will be assisting you throughout the process and ensuring that your requirements are addressed on time.

I look forward to working with you closely to deliver the best possible outcome. Please feel free to reach out to me for any queries, updates, or feedback during the project timeline.

Thank you for your time. I look forward to a successful collaboration.

Best regards,  
Dhruvi Thakkar  
Project Assistant  
[thakkardhruvi2710@gmail.com](mailto:thakkardhruvi2710@gmail.com)