

---

## *Module 1: Effective Communication*

---

### **Task:**

Write professional emails based on any 5 of the following scenarios. Ensure clarity, conciseness, and a formal tone.

### **1. Thank You Email**

**Subject:** Thank You for Your Valuable Feedback

Dear Mr. Rajeev Nair,  
I hope you are doing well.

I am writing to express my heartfelt thanks for the valuable feedback you provided on the internal audit review. Your suggestions and observations helped me identify key areas for improvement and guided me in preparing a more refined final report.

Your mentorship and time are truly appreciated. I look forward to implementing your suggestions and contributing more effectively in future projects.

Warm regards,

**Divya Parmar**

Python Developer

NextStack Technologies

Email: dp062922@gmail.com | Phone: +91-9023063878

## **2. Letter of Apology**

**Subject:** Apology for Delay in Report Submission

Dear Ms. Sneha Shah,  
I hope this message finds you well.

I would like to sincerely apologize for the delay in submitting the module integration report. Due to an unexpected personal emergency, I was unable to meet the original deadline.

I understand the importance of timely submissions and assure you that I have now implemented better task planning strategies. I appreciate your patience and understanding.

Thank you for your support.

Sincerely,

**Divya Parmar**

Python Developer

NextStack Technologies

Email: dp062922@gmail.com | Phone: +91-9023063878

### **3. Reminder Email**

**Subject:** Gentle Reminder: Pending Review on Backend API Code

Dear Mr. Amit Sinha,  
I hope you are doing well.

This is a gentle reminder regarding the backend API codebase I shared with you last week for review. Your feedback is important for us to proceed with the deployment process.

Please let me know if any clarifications are required from my side.

Looking forward to your response.

Best regards,

**Divya Parmar**

Python Developer

NextStack Technologies

Email: dp062922@gmail.com | Phone: +91-9023063878

#### 4. Quotation Email

**Subject:** Quotation for Python-Based Automation Solutions

Dear Mr. Rakesh Jain,  
Greetings from Infotech Nexus Pvt. Ltd.

Please find attached the quotation for the Python-based automation solutions discussed during our last call. The proposal includes detailed pricing, development timelines, and post-deployment support services.

Feel free to reach out in case of queries or customization needs. We're excited about the potential collaboration.

Warm regards,

**Divya Parmar**

Python Developer

NextStack Technologies

Email: dp062922@gmail.com | Phone: +91-9023063878

## **5. Email Asking for a Status Update**

**Subject:** Request for Status Update on API Integration Approval

Dear Ms. Anjali Deshmukh,  
I hope you are doing well.

I am writing to request a status update on the API integration request submitted last week. Kindly let me know if there are any updates or changes needed, so I can proceed accordingly.

Looking forward to your feedback.

Best regards,

**Divya Parmar**

Python Developer

NextStack Technologies

Email: dp062922@gmail.com | Phone: +91-9023063878