

Module 1: Effective Communication

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

1.) Letter of Apology

Good Morning Mam,

I hope you're having a good day, My name is Divy Patel and I am pursuing a course of soft skills in tops Technology via you. Today, I am writing this email to inform you that I will not be able to attend any of your lectures during next week as I am planning a family tour during that period. So it's my humble request to you to accept my leave and grant me permission.

Thank you for your consideration.

Warm regards,

Divy Patel

2.) Thank You

Good Morning Mam,

I hope you're having a good day. My name is Divy Patel and I am pursuing a course of soft skills in tops via you. Today, I am writing this email to inform you that you are an amazing not just tutor but also one of the best human beings with whom I have ever got connected. I sincerely owe you a lot for your constant support throughout the entire course.

Yours each and every lecture had impacted my life so deep that I got completely transformed into new personality which is going help me in my personal life as well as profession life.

Thank you once again for your kindness and support. I look forward to continuing my progress under your guidance.

Warm regards,
Divy Patel

3.) Reminder Email

Good Morning Sir,

I hope you're having a good day. I'm writing to kindly remind you regarding the event of holi which is going to organized in the zodiac farm by our company. As i have done all this management for this celebration, I want you to be present at that celebration because without you this celebration would not be as good as it should be.

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

Warm regards,
Divy Patel

4.) Asking for a raise in salary

Dear Virat sir,

I hope you are doing well. I am writing to formally request for a raise in my current salary. Over the course of my time at Text technology Solutions, I have consistently performed well and contribute positively to the team's success.

Since joining, I have done different projects and tasks, and I believe my role and my contributions have grown truly high. I have also worked to improve my skills and remain committed to delivering quality work and become a profit full asset for the company.

I would appreciate the opportunity to discuss a potential raise in my salary. I would be happy to meet you offline or online whatever's comfortable with you. Thank you for considering my request, and I look forward to your feedback.

Warm regards,
Divy Patel
Jr. Software Engineer

5.) Email Asking for a Status Update

Dear Krisha,

I hope you are doing well. I am writing to kindly request to provide me an update on the status of our project. I would appreciate it if you could provide me with an overview of the current progress.

We're almost closing on to the project deadline, so we need to start acting as promptly as we can on the project, as delay in the project will lead to clients getting dissatisfied and potentially impact our relationship with them, It's crucial that we stay on track to ensure time aspect of our project and maintain client requirements too.

If you need any assistance from my side to move things forward, please do not hesitate to let me know.

Thank you for your time, and I am looking forward for your response.

Best regards,
Divy Patel

Project Leader

