

Module 1: Effective communication

Topic 1 :- email of enquiry for requesting information

To :- ketuchudhary@gmail.com

From :- farhantopstac@gmail.com

SUBJECT :- Inquiry for information regarding digital marketing

Dear sir/Mam,

Hope you are doing well

my name is Pathan Farhan Khan and I work at tops technology we are interested to learn more about digital marketing service to help grow our online business

Could you please share details about .

1.) Which service do you offer?

2.) What is your Package of digital marketing plan ?

3.) Explains the past Client success story

4.) How can we get started? Do you send a message on WhatsApp or set up a call?

It would be great to receive the information By next Friday on 1 August 2025, If possible

Thank you for giving Me, your precious time And I am waiting For your reply

Best regards

Farhankhan

Farhantopstac@gmail.com

Topic 2:- letter of apology

To:-ketuchudhary@gmail.com
From farhantopstac@gmail.com
Subject:- Apology for my bad behaviour

Dear Sir/Mam,

I am really sorry for my behaviour on previous day. I know my language and bad behaviour hurts you a lot. I am really sorry. I have so Much regret And I want to apologise Please forgive me this type of behaviour not repeated on words at that time. There was a situation happens.

That's Why The bad behaviour happens

Please forgive me and Please reply me from your email that you forgive me

Best regards,

Farhankhan

Farhantopstac@gmail.com

Topic3:-Resignation Email

To:-ketuchudhary@gmail.com
From farhantopstac@gmail.com
Subject:-Resignation notice of Pathan Farhan Khan

Dear Sir/Mam

I hope you are doing well

This is a quick note To confirm the resignation of Name: Pathan Farhan Khan

Please let me know if you want more information or documents of my

Thanking you for helping me

Best regards,

Farhankhan

Farhantopstac@gmail.com

Topic 4:-Introduction Email to client

To:-ketuchudhary@gmail.com

From:- farhantopstac@gmail.com

Subject:-An email for introduction of myself as a digital marketer in tops technology

Dear Sir/Mam,

"Hi"

My name is Pathan Farhan khan and I am the digital marketer of tops technology

On previous Friday you contact us for the digital marketing course. I want to let you know that the new batch will start on 1 August 2025. If you are interested, please contact us or visit our branch located in CG Road opposite Parimal Garden:

if you are coming on our branch, please contact me on my WhatsApp number

84018*****

Thank you for giving your Precious time to us.

Best regards,

Pathan Farhankhan

Farhantopstac@gmail.com

Topic 5:-Thank you email

To:-Ketuchudhary@gmail.com

From:-farhantopstac@gmail.com

Subject:-Thank you for approaching me as a digital marketer

Dear sir/mam

I wanted to thank you for giving me the opportunity. I truly appreciate the chance of becoming a digital marketer in your company. Thank you for trusting me and believe in me.

it was a pleasure working with you and I am grateful for your time. I am so excited and happy to join your company as a digital marketer.

Thank you one more time, and if you have any type of activity in which I can help you, please let me know.

warm regards,

Farhan Khan

Farhantopstac@gmail.com