

Module - 1

Effective Communication

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

Answer :

(1) Email Asking for a Status Update

Subject: Request for Status Update on Document Approval

Hi Miss Priya,

I hope this message finds you well.

I am writing to kindly follow up on the documents I submitted on **23 Jun 2025**, regarding **project clearance request**.

I would appreciate it if you could provide an update on the current status of the approval process. Please let me know if any additional information or action is required from my side to facilitate the review.

Thank you for your time and support. I look forward to your response.

Warm regards,
Heena Makvana
Team Lead - Digital Marketing

(2) Thank you Email

Subject: Thank You for Your Valuable Feedback

Hello Mr.Raj,

I hope you are doing well.

Thank you for taking the time to share your feedback regarding **my recent presentation**. I truly appreciate your insights and suggestions.

Your input is extremely helpful and will certainly assist me in making improvements and ensuring better outcomes moving forward. Please feel free to share any additional thoughts or guidance you may have.

Once again, thank you for your support and constructive feedback.

Warm regards,
Heena Makvana
Team Lead - Digital Marketing

(3) Email to Your Boss About a Problem (Requesting Help)

Subject: Request for Support Regarding Project Delay

Hi Mr.Karan Sharma,

I hope you're doing well.

I wanted to bring to your attention a delay affecting the progress of **Marketing strategy planning**. The hold-up is due to a pending input from the **Third-Party Vendor**, which was originally expected by **10 July 2025**.

Despite following up on **two occasions**, we have yet to receive the necessary **Data**, and this is now impacting our ability to meet the planned deadlines.

I would appreciate your guidance or assistance in escalating this matter, as your involvement may help expedite the process. Please let me know if you'd prefer I take any specific actions in the meantime.

Thank you for your support.

Best regards,
Heena Makvana
Team Lead - Digital Marketing

(4) Email of Inquiry for Requesting Information

Subject: Inquiry Regarding Course Details

Dear Miss Jinal,

I hope this message finds you well.

I am writing to inquire about the **Digital Marketing** offered by your institution. I am interested in learning more about the program structure, eligibility criteria, admission deadlines, and any other relevant details.

Specifically, I would appreciate information regarding:

- Course duration and format (online/offline)
- Tuition fees and payment schedule
- Admission requirements
- Application process and important dates

I am very keen to explore this opportunity and would be grateful for your guidance on the next steps.

Thank you for your time and assistance. I look forward to your response.

Sincerely,
Heena Makvana
heena1811makvana@gmail.com

Rajkot.

(5) Introduction Email to Client

Subject: Introduction –Heena Makvana, Marketing Consultant at BrightPath Agency

Dear Anjali Desai,

I hope this message finds you well.

My name is **Heena Makvana**, and I would like to formally introduce myself as your point of contact at **Brightpath Agency**. I am the **Digital Marketing Consultant** and will be supporting you with the **planning and execution of your online campaigns**. I am looking forward to working with you and ensuring a smooth, successful collaboration. Please feel free to reach out to me anytime with questions, updates, or if there's anything you need.

I would also be happy to schedule a brief introductory call to align on goals and next steps at your convenience.

Thank you once again for choosing **Brightpath Agency**. I look forward to our partnership.

Best regards,
Heena Makvana
Client Relationship Manager
BrightPath Solutions
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