**MODULE 1 : Effective Communication**

* **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 the Internship Opportunity

Dear Sir/Mem,

I want to said thanks for the giving me this opportunity for internship at Tops Technology. It has been a valuable learning experience, and I have gained skills and insights that will benefit me greatly in my future career.

Thank you for your mentorship, guidance, and support throughout my time here.

Thanks & Regards,  
Hina Prajapati

1. **Reminder Email**

**Subject**: Payment Reminder – Invoice No: 1234

Dear Sir/Mem,

I hope this message find you well. This is gentle reminder that invoice No:1234 , Dated : 01/01/2025 for amount 10000 Is not paid.

Please arrange for the payment on your earliest convenience ,Let me know if you required any further information.

Thanks & Regards,  
Hina Prajapati

1. **Quotation Email.**

**Subject:**  Quotation for HP Laptop.

Dear Sir/Mem,

Thank you for your interest please find below quotation for HP Laptop.

Quotation Details:

**Model Name**: Hp Laptop (13th Gen , Core I5)

**Screen Size**: 15.6 Inches

**Color**: Silver

**Hard Disk**: 512 GB

**Price**: 77000 /-

**Warranty:** One Year

**Payment terms: Advance**

**Others:** 16GB DDR4, 512GB SSD

If you require any further information please feel free to reach out to us.

Thanks & Regards,  
Hina Prajapati

1. **Email Asking for a Status Update**

**Subject:** Request for Payment Status Update

Dear Sir/Mem,

I hope this message find you well. I am writing to kindly request an update the status regarding payment for invoice No: 1234 , invoice date: 01/01/2025 for the amount: 10000.

Please share the screenshot after the payment or if need any additional information.

Thanks & Regards,

Hina Prajapati

1. **Email of Inquiry for Requesting Information**

**Subject:** Inquiry Regarding Laptop Specifications and Pricing

Dear Sir/Mem,

I hope this message finds you well. I am writing to inquire for laptop .please provide below mentioned details.

Details:

**Model Name**:

**Screen Size**:

**Color**:

**Hard Disk**:

**Price**:

**Warranty:**

**Payment terms:**

Please feel free to share any additional information or recommendations based on my needs. I am looking forward to your response.

Thanks & Regards,

Hina Prajapati