# ***Module 1: Effective Communication***

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

### Thank you Email

TO:

FROM:

**Subject: Thank You for Your Guidance in C Language**

Dear Sir,

I hope you are doing well. I am writing to sincerely thank you for your valuable guidance and support in learning the C programming language.

Your clear explanations, practical examples, and encouragement made it easier for me to understand complex concepts. Your teaching has not only strengthened my basics but also increased my interest in programming.

Thank you once again for your time, patience, and dedication.

Warm regards,  
[Isha Shankar]  
[4th July batch | Tops Technology]

### 2. Letter of Apology

TO:

FROM:

**Subject: Apology for the Inconvenience Caused**

Dear Ma’am,

I hope you are well. I am writing to sincerely apologize for submitting my assignment late.

I understand that this may have caused inconvenience, and I take full responsibility for the oversight. Please be assured that I am taking the necessary steps to ensure that such a situation does not happen again in the future.

I truly value your understanding and patience, and I appreciate the opportunity to correct my mistake.

Sincerely,  
[Isha Shankar]  
[21th July batch Soft Skill | Tops Technology]

### Reminder Email

TO:

FROM:

**Subject: Reminder: Pending Assignment Submission Approval**

Dear sir,

I hope you are doing well. I am writing to gently remind you about my pending assignment submission for C language Assessment, which I submitted on 13/8/22025.

I would appreciate it if you could kindly confirm whether it has been received and if any further action is needed from my side.

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

Warm regards,  
[Isha Shankar]  
[4th July batch | Tops Technology]

### Quotation Email

TO:

FROM:

**Subject:** Request for Quotation for Full Stack Development Course

Dear Sir/Madam,

I hope this email finds you well.

I am writing to kindly request a formal quotation for the Full Stack Development course offered by your esteemed institute. I am particularly interested in the Python-based full stack program and would appreciate it if you could provide the following details:

* Course duration and schedule
* Total course fees and payment structure
* List of modules and technologies covered
* Certification and assessment details
* Placement or internship opportunities (if available)

Kindly send the quotation at your earliest convenience. I am planning to enroll soon, and this information will help me make a final decision.

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

Warm regards,  
**Isha Shankar**  
m-no: 88882 92345  
E-MAIL:

### Email of Inquiry for Requesting Information

TO:

FROM:

**Subject:** Request for Information Regarding [Topic]

Dear [Recipient's Name],

I hope you are doing well.

I am writing to request information regarding [briefly mention the subject – e.g., “your software development services” or “course enrollment process”]. I would appreciate it if you could provide the relevant details, including [mention specific questions if any – e.g., pricing, timelines, or requirements].

Looking forward to your response.

Best regards,  
isha shankar  
82770 17406

### Email Asking for a Status Update

TO:

FROM:

**Subject:** Follow-Up on Status Update

Dear [Recipient's Name],  
I hope you're doing well.

I'm writing to check on the current status of [mention the task/project – e.g., "the document review" or "my project proposal"]. Kindly let me know if there’s any progress or if further input is needed from my side.

Looking forward to your update.

Best regards,  
isha shankar  
82770 17406

### Asking for a Raise in Salary

TO:

FROM:

**Subject:** Request for Salary Review

Dear [Manager's Name],

I hope you are doing well.

I would like to kindly request a meeting to discuss the possibility of a salary review. Over the past [duration], I have taken on additional responsibilities and consistently delivered results in my role as [Your Position].

I would appreciate the opportunity to discuss my performance and compensation.

Thank you for your time and consideration.

Best regards,  
[Your Name]

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

TO:

FROM:

**Subject:** Requesting Assistance with [Brief Problem Topic]

Dear [Boss's Name],

I hope you're doing well.

I wanted to bring to your attention a challenge I’m currently facing with [briefly explain the issue – e.g., “the new software implementation” or “meeting the project deadline”]. I’ve tried [briefly mention any steps you've taken], but I would appreciate your guidance or support to resolve this effectively.

Thank you for your time and help.

Best regards,  
isha shankar

### 9. Resignation Email

TO:

FROM:

**Subject: Resignation Notice**

Dear [Manager’s Name],

I hope you are doing well. I am writing to formally resign from my position as **Full Stack Developer** at **Tops technology** effective from **15/08/2025.**

This decision was not easy, as I have truly valued the learning experiences and support I received during my time here. I am grateful for the opportunity to work with such a dedicated team and for your guidance throughout my journey.

I will do my best to ensure a smooth transition and complete all pending tasks before my departure. Please let me know if there is anything specific I can assist with during this period.

Thank you once again for the opportunity and understanding.

Sincerely,  
Isha Shankar,  
[Your Contact Information, if needed].

### 10. Introduction Email to Client

**TO:**

**FROM:**

**Subject:** Introduction and Looking Forward to Collaborating

Dear yes

I hope this message finds you well.

My name is [Your Full Name], and I am [Your Position] Tops Technology. I am writing to formally introduce myself as your point of contact for [briefly mention the project, service, or purpose – e.g., “the web development project we’ll be working on together”].

At [Your Company Name], we are committed to delivering high-quality [mention service/product], and I am excited to begin this journey with you. Please feel free to reach out to me directly for any questions, updates, or clarifications you may require throughout the process.

Looking forward to a successful collaboration.

Best regards,  
shankar isha   
developer  
82770 17406  
TOPS TECHNOLOGY.