**MODULE-1 : EFFECTIVE COMMUNICATION**

## Thank You Email:-

**From:** [**jainamsheth2006@gmail.com**](mailto:jainamsheth2006@gmail.com)

**To:** [**hr@significantinfotech.com**](mailto:hr@significantinfotech.com)

**Subject: Thank You for Your Support on the Recent Project**

**Dear Mr. Shah,  
  
I hope this message finds you well. I would like to express my sincere gratitude for your assistance during the recent Weather Forecasting System development. Your timely feedback and support were instrumental in ensuring that we met our deadlines and delivered a quality product.  
  
I truly appreciate the collaborative spirit you brought to the project, and I look forward to working together again on future initiatives.  
  
Best regards,  
Jainam  
9924377710**

## Letter of Apology:-

**From:** [**jainamsheth2006@gmail.com**](mailto:jainamsheth2006@gmail.com)

**To:** [**hr@microsoft.com**](mailto:hr@microsoft.com)

**Subject: Apology for Delay in Software Deployment**

**Dear Sir,  
  
I am writing to apologize for the delay in delivering the AI Software update, originally scheduled for 10th August 2025. We encountered unexpected technical issues during the final testing phase, and I take full responsibility for not communicating the delay earlier.  
  
We have now resolved the issues, and the updated version will be deployed by 14th August 2025. I appreciate your understanding and patience, and I assure you that measures have been put in place to prevent similar delays in the future.  
  
Kind regards,  
Jainam  
9924377710**

## Reminder Email:-

**From:** [**jainamsheth2006@gmail.com**](mailto:jainamsheth2006@gmail.com)

**To:** [**info@programmers.io**](mailto:info@programmers.io)

**Subject: Gentle Reminder: Pending Review for MotionFrame Engine**

**Dear Ms.Gandhi,  
  
I hope you are doing well. This is a gentle reminder regarding the pending review of the Animation video that I submitted on 12th August 2025. Your feedback is essential for moving forward with the next stage of development.  
  
Please let me know if you require any additional documentation or details to complete the review.  
  
Thank you for your attention to this matter.  
  
Sincerely,  
Jainam  
9924377710**

## 4. Quotation Email

**From:** [**jainamsheth2006@gmail.com**](mailto:jainamsheth2006@gmail.com)

**To:** [**info@technova.io**](mailto:info@technova.io)

**Subject: Quotation for Online Transactions Service Development**

**Dear Mr. Patel,**

**Following your inquiry regarding our Online Transactions service, please find below our quotation:**

* **Project Scope: Development of a secure, scalable online transaction platform with user authentication, payment gateway integration (Razorpay/Stripe), transaction history, and admin dashboard.**
* **Estimated Timeline: 6 weeks**
* **Total Cost: ₹3,50,000 INR**
* **Payment Terms:**
* **40% advance upon project initiation**
* **30% upon completion of core modules**
* **30% upon final delivery and deployment**

**This quotation is valid until 30 September 2025.  
Please let me know if you would like to proceed, or if you require any modifications to the scope or features.**

**I look forward to your response.**

**Best regards,  
Jainam  
9924377710**

**5. Email of Inquiry for Requesting Information:-**

**From:** [**jainamsheth2006@gmail.com**](mailto:jainamsheth2006@gmail.com)

**To:** [**support@fintechapi.io**](mailto:support@fintechapi.io)

**Subject: Inquiry Regarding API Documentation for Payment Integration**

**Dear Mr. Desai,**

**I am currently working on our upcoming project, QuickPay Portal, and I require additional information regarding your API endpoints for transaction processing and refund handling. Specifically, I’m looking for details on:**

* **Request/response data formats**
* **Authentication mechanisms**
* **Rate limits and error codes**
* **Webhook configuration for status updates**

**Having these details will help ensure accurate implementation and avoid unnecessary rework.**

**Could you please provide the relevant documentation or direct me to the appropriate point of contact?**

**Thank you in advance for your assistance.**

**Regards,  
Jainam  
9924377710**