**Module 1: Effective Communication**

1. **Thank you email :**

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

**To** : [jaydeepramanuj@gmail.com](mailto:jaydeepramanuj@gmail.com)

**CC** : [khushbukindarkhediya004@gmail.com](mailto:khushbukindarkhediya004@gmail.com)

**Subject** : Thank you!

I hope this email finds you well. I just wanted to take a moment to sincerely thank you for your support and guidance in C and C++. I have learned so much from this experience, and it wouldn’t have been possible without your invaluable contribution.

Your help truly made a difference and is greatly appreciated.

Once again, thank you so much sir!

Your Faithfully,

Khushbu Kindarkhediya

# 2. Reminder Email

**From:** khushbukindarkhediya@gmail.com

**To:** sarojdhokiya@gmail.com

**Subject:** Request for Assignment Deadline Extension

Respected Saroj mem,

I hope this email finds you well. I am reaching out regarding the Python project Topic Effective Communication that is currently due on 21 Nov 2024.

Due to Topic is not covered by faculty. To ensure that I can submit high-quality work, I kindly request an extension of until 25 November.

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

Regards,

Khushbu Kindarkhediya