

## **Module 1: Effective Communication**

### **(1) Thank you Email**

**Subject:** Thank You – Appreciated Your Support and Clear Communication

**Dear Sir,**

I hope this message finds you well.

I wanted to extend my sincere thanks for your time and support. I truly appreciate the clarity and professionalism you demonstrated throughout our recent conversation to project in meeting.

Effective communication is key to achieving great results, and your ability to express ideas clearly, listen actively, and provide thoughtful feedback makes a significant difference. It not only helped move things forward efficiently but also created a positive and collaborative environment.

Thank you once again. I look forward to continued communication and working together successfully.

Warm regards,

**Sanghani krunal**

## **(2) Email of Inquiry for Requesting Information**

**Subject:** Request for Information

**Respected Sir,**

I hope this message finds you well.

I am Sanghani Krunal, and I am writing to kindly request information regarding the upcoming examination schedule, scholarship criteria, academic documents, project approval process.

I would be grateful if you could provide the relevant details or guide me to the appropriate department or contact person. If any documents or formalities are required from my side, please let me know.

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

Respectfully,

**Sanghani Krunal**  
**Student 12-com**

### **(3)Email Asking for a Status Update**

**Subject:** Request for Order Status Update – Watch Purchase

**Dear Flipkart Support Team,**

I hope this message finds you well.

My name is Sanghani Krunal, and I recently placed an order for a watch on your platform. I am writing to kindly request an update on the status of my order.

**Order Details:**

**Product:** Titan watch

**Order ID:** AWS SF15467586345F

**Order Date:** 20 may,2025

I would appreciate it if you could inform me about the current status of the shipment and the expected delivery date. Please let me know if any additional information is required from my end.

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

Warm regards,

**Sanghani Krunal**

**M No-9924673874**

#### **(4) Email to Your Boss About a Problem**

**Subject:** Regarding an Issue That Needs Attention

**Dear BOSS,**

I hope you are doing well.

I am writing to inform you about an issue that I have encountered related to briefly mention the problem , project delays, system error. This issue is affecting explain how it impacts work.

I have taken some initial steps to address it, including [briefly mention what you've tried, if anything]. However, the issue still persists and may require further support or direction.

Please let me know how you would like me to proceed or if there is a preferred way to resolve this. I'm available to discuss it further at your convenience.

Thank you for your guidance and support.

Best regards,

**Sanghani krunal**

## **(5)Introduction Email to Client**

**Subject: Introduction – sanghani krunal HR Form K&P Technology Services Pvt Ltd**

**Dear bhargav,**

I hope you are doing well.

My name is Sanghani Krunal, and I'm reaching out to introduce myself as your point of contact from K&P Technology Services Pvt Ltd . I look forward to working with you and supporting your goals with our services.

If there's anything you need or any way I can assist you, please don't hesitate to let me know. I'll be happy to help with any questions or next steps.

Looking forward to a successful collaboration.

Warm regards,

**Sanghani Krunal**

**HR Form K&P Technology Services Pvt Ltd.**

**Gujrat , Ahmedabad-365542**