

**SUBMITTED TO**

**KETU CHAUDHARY MA’AM**

**SUBMITTED BY**

**MANAV BANDHANIA**

**MODULE 1**

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

1. Thank you Email

2. Letter of Apology

3. Reminder Email

4. Quotation Email

5. Email of Inquiry for Requesting Information

6. Email Asking for a Status Update

7. Asking for a Raise in Salary

8. Email to Your Boss about a Problem (Requesting Help)

9. Resignation Email 10. Introduction Email to Client

**1. Thank You Email**

**From:** [manav@gmail.com](mailto:manav@gmail.com)  
**To:** [practice@gmail.com](mailto:practice@gmail.com)

**Subject:** Appreciation for Your Support

Dear [Name],

I hope this email finds you well.

I wanted to take a moment to express my sincere gratitude for your assistance with the task or situation. Your support has been invaluable, and I truly appreciate the time and effort you dedicated to ensuring everything went smoothly.

Thank you once again for your help. I look forward to continuing our collaboration.

Best regards,  
**Manav Bandhania**

**2. Letter of Apology**

**From:** [manav@gmail.com](mailto:manav@gmail.com)  
**To:** [practice@gmail.com](mailto:practice@gmail.com)

**Subject:** Apology for Problem

Dear [Name],

I hope you are doing well.

I am writing to sincerely apologize for the mistake we made. I fully understand how this may have caused inconvenience, and I deeply regret that we fell short of your expectations.

Please be assured that we are taking immediate steps to address the matter and ensure it does not happen again. We truly value your business and appreciate your understanding as we work to resolve this.

Once again, we apologize for any disruption this may have caused, and we are available should you wish to discuss the matter further.

Kind regards,  
**Manav Bandhania**

**3. Reminder Email**

**From:** [manav@gmail.com](mailto:manav@gmail.com)  
**To:** [practice@gmail.com](mailto:practice@gmail.com)

**Subject:** Friendly Reminder for Task/Action

Dear [Name],

I hope you are doing well.

I am writing to kindly remind you about the task which was assigned to you, which is due on Monday. I would greatly appreciate it if you could confirm the status or provide any updates at your earliest convenience.

Thank you for your attention to this matter, and please don’t hesitate to reach out if you need any assistance.

Best regards,  
**Manav Bandhania**

**4. Quotation Email**

**From:** [manav@gmail.com](mailto:manav@gmail.com)  
**To:** [practice@gmail.com](mailto:practice@gmail.com)

**Subject:** Quotation for the Order

Dear [Name],

I hope this email finds you well.

As requested, please find below the quotation for the order:

| **Product/Service** | **Description** | **Cost** |
| --- | --- | --- |
| [Product Name] | [Product Details] | [Price] |

I have also attached a copy of our brochure. If you have any further questions or would like to modify the order, please don’t hesitate to get in touch. We are happy to assist you with any additional information.

Best regards,  
**Manav Bandhania**

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

**From:** [manav@gmail.com](mailto:manav@gmail.com)  
**To:** [practice@gmail.com](mailto:practice@gmail.com)

**Subject:** Request for Information

Dear [Name],

I hope you are doing well.

I am reaching out to inquire about a product. I would appreciate it if you could provide more information regarding the specific product. I have attached a file explaining the requirements. Specifically, I am looking for a quotation for the same.

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

Best regards,  
**Manav Bandhania**