Module: 1 Effective Communication

Question:

- → Write professional emails on any 5 of the following scenarios. Ensure clarity, conciseness, and a format 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(Requessting Help)
 - 9. Registration Email
 - 10.Intoduction Email to Client

Answer:

1.Thank You Email

То	mr.sharma@suncompany.com
Сс	hr@suncompany.com
Всс	nandani@gmail.com
Subject	Thank You for the Interview

Dear Mr. Sharma,

Thank you very much for taking the time to speak with me today regarding the Marketing Executive position at your company. I enjoyed our conversation and appreciated the opportunity to learn more about your team and the exciting projects at hand.

I'm particularly enthusiastic about the role your company plays in innovative digital campaigns, and I'm confident that my background in social media marketing and brand strategy would make me a strong addition to your team.

Please let me know if you need any further information from my side. I look forward to the opportunity to contribute to your team's success.

Thank you once again for your time and consideration.

Warm regards,
Nandani Patel
nandani@gmail.com
+91-9925118068

2. Letter of Apology

То	mr.mehta@starcompany.com
Сс	hr@starcompany.com
Всс	nandani@gmail.com
Subject	Sincere Apology for the Delay in Project Delivery

Dear Mr. Mehta,

I hope this message finds you well.

I want to sincerely apologize for the delay in delivering the final version of your campaign materials, originally scheduled for August 1st. We understand how important this project is to your timeline, and we deeply regret any inconvenience this may have caused.

The delay was due to unexpected internal resource adjustments, but that is no excuse for not communicating this to you earlier. We take full responsibility and are actively working to ensure final delivery by August 8th without compromising on quality.

We value your trust and partnership and are taking steps to ensure this does not happen again. Thank you for your understanding and continued support.

Please feel free to reach out if you'd like to discuss this further.

Warm regards,
Nandani Patel
Project Coordinator
nandani@starcompany.com
+91-9925118068

3. Quotation Email

То	neha.verma@xyzretail.com
Сс	support@abcsolutions.com
Всс	sales.records@abcsolutions.com
Subject	Quotation for Digital Marketing Services – ABC Solutions

Dear Ms. Verma,

Greetings from ABC Solutions!

Thank you for your interest in our digital marketing services. Please find attached the detailed quotation based on your requirements discussed on **August 5**, **2025**.

Quotation Summary:

Service	Cost (INR)	Duration
SEO Optimization (Website)	Rs.20,000	1 Month
Google Ads Campaign Management	Rs.15,000	Per Campaign
Social Media Management	Rs.25,000	Per Month
Content Marketing (Blogs/Posts)	Rs.10,000	Per Month

Total (Estimate): ₹70,000/- + applicable taxes

This quotation is valid for **15 days** from the date of this email. If you have any questions or need revisions, please feel free to reach out. We'd be happy to assist further.

We look forward to the opportunity to work with you.

Warm regards,
Nandani Patel
Sales Executive
ABC Solutions Pvt. Ltd.
nandani@abcsolutions.com
+91-9925118068

4. Asking for a Raise in Salary

То	mr.Joshi@xyzcompany.com
Cc	hr@xyzcompany.com
Всс	nandani@gmail.com
Subject	Request for Salary Review

Dear Mr. Joshi,

I hope you are doing well.

I am writing to formally request a review of my current salary for the role of **Marketing Executive** at **XYZ Company**.

Over the past 18 months, I have consistently taken on additional responsibilities, successfully managed key campaigns, and contributed to increasing our brand visibility and engagement. Notably, the *successful launch of the "Summer Buzz" campaign* led to a 25% increase in client inquiries.

Considering my contributions, experience, and current market standards, I would be grateful if you could evaluate the possibility of a salary adjustment. I remain committed to our team's goals and am eager to continue contributing to the company's success.

I am open to discussing this further at your convenience. Thank you very much for your time and consideration.

Warm regards,
Nandani Patel
Marketing Executive
nandani@xyzcompany.com
+91-9925118068

5.Resignation Email

То	mr.shah@abccompany.com
Cc	hr@abccompany.com
Всс	nandani@gmail.com
Subject	Resignation Notice

Dear Mr. Shah,

I hope you are doing well.

Please accept this email as formal notice of my resignation from my role as **Marketing Executive** at **ABC Company**, effective **August 20, 2025**.

Working at ABC Company over the past two years has been a truly enriching experience. I'm thankful for the opportunities to grow professionally, collaborate with a supportive team, and contribute to impactful projects. This decision was made after careful consideration of my long-term career goals.

I will ensure a smooth transition by completing ongoing tasks and assisting in knowledge transfer as needed. Please let me know how I can support this process.

Thank you once again for the valuable experience. I look forward to staying in touch and wish the team continued success.

Warm regards,
Nandani Patel
Marketing Executive
nandani@abccompany.com
+91-9925118068