

NAME: NANDINI AMITKUMAR BHAVSAR

Assignment 1

Module 1: Effective 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**

ANSWER'S:

1. Thank You Email

From: nandinibhavsar@gmail.com

To: yashshah@gmail.com

SUBJECT: THANK YOU FOR YOUR SUPPORT

Dear Yash,

I hope you're doing well. I just want to sincerely thank you for the support and guidance what you gave me during my remedial examination. Your precious time, Patience and Encouragement meant a lot to me, and I truly believed I couldn't Passed out with your help. Your explanations and the way you boost my confidence, I'm genuinely grateful for everything you did for me. Friends like you make difficult times easier to get through.

Thank you so much once again for standing by me and helping in my success.

Warm regards,
Nandini Amitkumar Bhavsar

2. Letter of Apology

From: nandinibhavsar@gmail.com

To: poojakeswani@gmail.com

SUBJECT: APOLOGY FOR THE DELAY IN ASSIGNMENT SUBMISSION

Dear Faculty Pooja Keswani,

I hope this message finds you well. I'm writing to sincerely apologize for not submitting assignment with deadline which you provided. I really understand the importance of timely submission and I truly apologized for the delay. Due to health issue, I was unable to complete the assignment on time. However, I have now completed my assignment and I'll submitted immediately for the presentation. I assure you that I'll be attentive for the next time and will ensure that timely assignment submission in the future.

Thank you for your understanding.

Sincerely,
Nandini Amitkumar Bhavsar

3. Reminder Email

From: nandinibhavsar@gmail.com

To: yashshah@gmail.com

SUBJECT: GENTLE REMINDER: UPCOMING DEADLINE FOR WEBSITE DESIGN SUBMISSION

Dear Yash,

I hope you're doing well. This is the gentle reminder upcoming deadline for the Skill Swap Website Design Project, which is due on June 25, 2025. Kindly ensure that all the required documents, necessary files are submitted before the deadline.

If you need help or any query. Please feel free to reach out. I'm happy to help you in the Project.

Best Regards,
Nandini Amitkumar Bhavsar
Web Designer

4. Email of Inquiry for Requesting Information

From: nandinibhavsar@gmail.com

To: yashshash@gmail.com

SUBJECT: REQUEST FOR INFORMATION REGARDING WEB HOSTING SERVICES

Dear Yash,

I hope you're doing well. I'm looking for a good and trusted web hosting service for my upcoming website design projects. Can you please share details about your prices, how much storage space you provide, how reliable your service is, and how I can get support if something goes wrong? I'd also like to know if your hosting works well with WordPress or other website builders. This will help me make the right choice and plan my work properly. Please let me know if you need any details from my side.

Sincerely,
Nandini Amitkmar Bhavsar
Web Designer

9. Resignation Email

From: nandinibhavsar@gmail.com

To: yashshah@gmail.com

SUBJECT: RESIGNATION NOTICE

Dear Yash,

I hope you are doing well. I am writing to let you know that I have decided to resign from my position as Web Designer at Skill Swap Designs, and my last working day will be June 25, 2025. This was not an easy decision, but after thinking carefully, I believe it is the right step for my personal growth and future career plans. I am truly thankful to you and the entire team for the support, guidance, and great experience. I've had during my time here. I will make sure to finish all my current tasks and help with anything needed to make the handover smooth before I leave.

Thank you once again for everything.

Sincerely,
Nandini Bhavsar