**Module 1: Effective Communication**

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

1. Reminder Email

Subject: Friendly Reminder: Submission of Project Documents

Dear Mr. Sharma,

This is a gentle reminder to submit the pending documents for the Sustainability Project, which were due on 30 June 2025. Please let us know if you need any assistance or an extension.

Looking forward to your response.

Best regards,

Niyati Gajjar

Project Coordinator

1. Email of Inquiry for Requesting Information

Subject: Request for Information Regarding Training Schedule

Dear Mr. Verma,

I hope this message finds you well. I am writing to inquire about the training schedule for the upcoming Digital Marketing Workshop. Kindly share the date, time, and venue details at your earliest convenience.

Thank you for your assistance.

Kind regards,

Niyati Gajjar

Marketing Intern

1. Email Asking for a Status Update

Subject: Request for Status Update on [Project/Task Name]

Dear Mr. Desai,

I hope you're doing well. I am writing to kindly request an update on the current status of Website redesign project. Please let me know if there are any developments or if further input is required from my side.

Looking forward to your response.

Best regards,

Niyati Gajjar

Web Crafters

1. Asking for a Raise in Salary

Subject: Request for Salary Review

Dear Ms. Kapoor,

I hope this email finds you well. I would like to formally request a review of my current salary, considering my contributions to recent projects and the responsibilities I have undertaken. I am confident that my performance and dedication reflect positively on the team's success.

I would appreciate the opportunity to discuss this further at a convenient time.

Thank you for your consideration.

Sincerely,

Niyati Gajjar

Software engineer

1. Email to Your Boss About a Problem (Requesting Help)

Subject: Request for Assistance Regarding Software Access Issues

Dear Mr. Raghav,

I would like to bring to your attention an issue I am facing with accessing the new project management software. Despite my efforts to resolve it, the matter persists and is affecting my workflow. I kindly request your guidance or intervention to help address the situation.

Thank you in advance for your support.

Sincerely,

Niyati Gajjar

Operations Associate