

ASSIGNMENT – EFFECTIVE COMMUNICATION

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

Subject: Requesting Assistance with marketing campaign

Dear Sir/Ma'am,

I hope you are doing well. I am reaching you to seek your guidance regarding we have to develop new strategy for our marketing department. I have taken some steps for campaign strategy, but additional support or insight would be invaluable in resolve this matter.

Could we schedule a brief meeting to discuss possible solutions if possible? I value your input and believe it would help us address this thing effectively.

Thank you for your time and support.

Best regards,

Parth Shukla

[performance marketing head – Theka coffee]

02. Introduction Email to Client

Subject: Collaboration Parth Shukla, Theka Coffee

Dear Kartik Malhotra,

I hope this email finds you well. My name is Parth, and I am influencer marketer at Theka Coffee. I will work as a mediator between you and Theka Coffee.

At Theka Coffee, we work with influencers who resonate with our brand's values, and I believe there's great potential for us to create effective campaigns together.

Thank you for choosing us. I look forward to a productive collaboration.

Best regards,

Parth Shukla

Performance marketing head – Theka Coffee

8347059950

Parthshukla@myyahoo.com

03. Resignation Email

Subject: Formal Resignation Notice

Dear Parth Shukla,

I am writing to formally announce my resignation from my role as Performance marketing head at Theka Coffee.

Working at Theka Coffee has been a rewarding experience, and I also appreciate the support and opportunities provided during my tenure. This decision is a personal one, aimed at pursuing new career for better opportunities, I am looking forward to a Carrer as data analyst.

I am committed to ensuring a smooth transition and am available to assist in handing over responsibilities. Thank you for your understanding and support.

Best regards,

Parth Shukla

Performance marketing head – Theka Coffee

04. Reminder Email

Subject: Reminder: Submission Deadline Approaching

Dear sir,

I hope this message finds you well. I wanted to kindly remind you that the deadline for submitting new campaign insights and data is required to submit on 31/12/24.

If you have any question or require assistance regarding anything, please do not hesitate to reach out. I appreciate your attention to this subject and looking forward to receiving your submission.

Best regards,

Parth Shukla

Performance Marketing Head – Theka Coffee.

05. Quotation Email

Subject: Request for Quotation

Dear sir,

I hope you are doing well. I am writing to request a quotation for our collaboration for brand promotion for Theka Coffee. Could you please provide the following details in your quotation:

1. Pricing breakdown
2. Delivery timelines
3. Payment terms and condition
4. Payment method

I would appreciate it if you could send the quotation by 15/01/2025. Please feel free to contact me if you need further details.

Thank you for your time and assistance.

Best regards,

Parth Shukla

Performance Marketing Head – Theka Coffee.