

# **Module 1: Effective Communication**

## **1. Thank you Email**

To: Shreyansir@email.com

Subject: Thank You So Much for Your Support

Dear Shreyansh Sir,

I wanted to take a moment to thank you for your constant support and guidance in Python programming. Your clear explanations and practical examples made the concepts much easier to understand.

Because of your help, I was able to improve my coding skills and complete my assignments more confidently. I'm really enjoying learning Python now, and it's all thanks to your teaching.

I truly appreciate your efforts. Thank you once again, Sir.

Best regards,  
Ruchit Thummar

## **2. Letter of Apology**

To: Shreyansir@email.com

Subject: Apology for Late Submission of Python Assignment

Dear Shreyansh Sir,

I am writing to sincerely apologize for submitting my Python assignment late. I understand that this may have caused inconvenience, and I truly regret the mistake.

It was not my intention to disappoint you. I take full responsibility and understand the importance of being punctual. I will make sure this does not happen again and will be more careful with deadlines in the future.

Please accept my sincere apology.

Sincerely,  
Ruchit Thummar

### **3. Reminder Email**

To: Bhaveshsir@email.com

Subject: Assignment Approval Pending – Request for Review

Dear Bhavesh Sir,

I hope you are doing well.

I'm writing to kindly remind you about the approval of my assignment that I submitted earlier. I completely understand you may have a busy schedule, but I would really appreciate it if you could review it whenever you get a chance.

Thank you for your time and continuous support.

Best regards,  
Ruchit Thummar

### **4. Email of Inquiry for Requesting Information**

To: TopsTechnologies@email.com

Subject: Fee Payment Inquiry

Dear Sir/mam,

My name is Ruchit Thummar, and I am a student of Data Science at Tops Technologies.

I am writing to kindly request information regarding the process of online fee payment. Could you please let me know the steps involved and if there are any deadlines I should be aware of?

I would be very grateful for your help.

Thank you for your time and support.

Sincerely,  
Ruchit Thummar

## **5. email asking for status update**

To: TopsTechnologies@email.com

Subject: Request for Status Update

Dear Bhavesh Sir,

I hope you are doing well.

I am writing to kindly ask if there is any update on the status of my assignment that I submitted on 05-06-2025.

I understand you may be busy, but I would appreciate it if you could let me know the progress whenever possible.

Thank you for your time and support.

Best regards,  
Ruchit Thummar