

Module 1: Effective Communication

1. Thank you Email

To: Topstechnologies@gmail.com
Subject: Thank You for Your Support

Dear Sir/Mam

Thank you so much for helping me with the Data Science project. Your support was very helpful and made things much better.

I truly appreciate your time and efforts.

Best regards,
Ruchit Thummar

2. Letter of Apology

To: Topstechnologies@gmail.com
Subject: I Apologize

Dear Sir/Mam,

I'm really sorry for my mistake. I know it may have created a problem, and it's my fault. I will make sure it doesn't happen again. Thank you for your understanding.

Sincerely,
Ruchit Thummar

3. Reminder Email

To: Ram991@gmail.com
Subject: Friendly Reminder

Dear Ram,

Just a quick reminder about Assignment Task. Please let me know if you need anything.

Best regards,
Ruchit Thummar

4. Email of Inquiry for Requesting Information

To: Topstechnologies@gmail.com
Subject: Inquiry About Online Fee Payment

Dear Sir/Mam,

I would like to ask for some information about the online fee payment process. Can you please guide me on how to pay the fees online and what steps I need to follow?
Thank you for your help.

Best regards,
Ruchit Thummar

5. Email Asking for a Status Update

To: Topstechnologies@gmail.com
Subject: Status Update on My Online Fee Payment

Dear Sir/Mam,

I paid my fee online on 05-06-2025. Can you please tell me if you have received it ?

Best regards,
Ruchit Thummar