

Module 1: Effective Communication

1. Thank you Email

To: Shreyansir@email.com

Subject: Thank You So Much for Your Support

Dear Shreyansh Sir,

I hope you are doing well.

I just wanted to say thank you for your support and help, Because of your guidance, I was able to Improve in class.

Thank you once again sir.

Best regards,
Ruchit Thummar

2. Letter of Apology

To: Shreyansir@email.com

Subject: I'm Sorry for the Mistake

Dear Shreyans Sir,

I'm very sorry for the mistake I made. I understand that it may have created some trouble, and I truly regret it.

It was not my intention to upset or disappoint you. I take full responsibility and will be more careful in the future.

Please accept my sincere apology. I will make sure this does not happen again.

Sincerely,
Ruchit Thummar

3. Reminder Email

To: Bhaveshsir@email.com

Subject: Reminder: Help Needed on assignment approval

Dear Bhavesh sir,

I'm writing this email just to remind you about assignment approval.

I understand you may be busy, but I kindly request you to please check it whenever possible.

Thank you for your time and support.

Best regards,

Ruchit Thummar

4 . Email of Inquiry for Requesting Information

To: TopsTechnologies@email.com

Subject: Request for Information

Dear Sir/mam,

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

I am writing to ask for some information about online fee payment.

Could you please let me know the process or any deadlines related to it?

I would be very thankful for your help.

Thank you

Sincerely,

Ruchit Thummar

5. email asking for status update

To: TopsTechnologies@email.com

Subject: Request for Status Update

Dear Sir/Mam,

My name is Ruchit Thummar, a student Data Science Department at Tops Technologies.

I wanted to kindly ask if there is any update regarding online fee payment.

Please let me know if anything is required from my side.

I would really appreciate your help.

Thank you for your time.

Sincerely,

Ruchit Thummar