Module 1: Effective Communication.

Subject : Email Asking For Status Update.

Dear [Sahil]

I Hope this message finds you well

I am writing to kindly follow up on

[@CLOCKSY\_WATCHES]subject or project, e.g., “the proposal submitted on July 15th”]. I wanted to check if there are any updates or if any further information is required from my side to move forward.

I appreciate your time and look forward to your response.

Warm regards,To your Faculties

[Soni Sahi]

Subject : Reminder Email

Dear [krishiv]

I hope you’re doing well. I’m writing to kindly remind you about [brief reminder, e.g., "the document we discussed," "the upcoming meeting on Tuesday," or "the pending feedback on the proposal sent last week"].

Please let me know if you need any additional information or assistance from my side. I’ll be happy to help.

Looking forward to your response.

Best regards,  
**[Soni Sahil]**

Would you like the reminder email to be more formal, casual, or for a specific purpose (like payment, meeting, or deadline)? I can adjust it accordingly.

Subject : Quotation Email

Dear[Amit]

We’re interested in your office furniture collection and would like

to request a quotation. Please provide details, including pricing,

delivery timeline, and payment terms.

Thank you in advance. We look forward to your prompt response.

Best Regards,

Sahil Soni

Subject : Asking for a raise in salary

DEAR [HR]

I enjoy working here and appreciate the challenges that my position provides me every day.

Though I am grateful for the professional opportunities the company offers me, I regret to tell you that my current salary doesn't meet my expectations.

As you know, my salary hasn't changed since [date].

Therefore, the purpose of this letter is a request for a pay raise meeting.

At this meeting, I'd be happy if we could review my performance level and discuss the salary issue.

I strongly believe that my contribution justifies a raise in salary, because the salary level should (reflect, meet, be in accordance with) the industry averages, my current competencies and performance.

Thank you in advance,

Subject : Introducing Email To Client

Dear Mr. < Gautam Adani>

My name is <Sahil soni>, and I am your new account manager at <Adani> I am eager to work with you and your organization as we strive to make your brand more profitable and visible.

Should you have any questions or concerns, please feel free to respond to this email or reach me directly by phone at 9624447085

Best regards,

Gautam Adani Sir

Rajesh Adani

<Adani>