# Module 1: Effective Communication

1. **Thank You Email**

**To: Example @gmail.com**

**Subject:** Thank You for Your Support and Guidance

Dear [Recipient's Name],

I hope this message finds you well. I would like to extend my sincere gratitude for your invaluable support and guidance during [mention specific project, event, or situation]. Your insights and encouragement played a crucial role in its successful completion.

Working with you has been a truly enriching experience, and I look forward to future opportunities to collaborate.

Warm regards,  
SVAYAM  
Aspiring Backend Developer  
TOPS Technologies, Ahmedabad.

2. **Letter of Apology**

**To: Example @gmail.com**

**Subject:** Apology for Missed Deadline

Dear [Recipient's Name],

I am writing to express my sincere apologies for not meeting the deadline for [mention project/task] on [date]. I understand the inconvenience this may have caused and take full responsibility for the delay.

The setback was due to [brief explanation, e.g., unforeseen technical issues], and I am actively working to ensure the task is completed promptly. I appreciate your patience and assure you that measures are being taken to prevent such occurrences in the future.

Thank you for your understanding.

Sincerely,  
SVAYAM  
Backend Developer Trainee  
TOPS Technologies.

3. **Reminder Email**

**To: Example @gmail.com**

**Subject:** Gentle Reminder: Pending Feedback Submission

Dear [Recipient's Name],

I hope you're doing well. This is a courteous reminder regarding the pending feedback form for [mention project/service], which was scheduled for submission by [date].

Your feedback is essential for us to improve our services and ensure your satisfaction. Kindly take a moment to complete the form at your earliest convenience.

Thank you for your attention to this matter.

Best regards,  
SVAYAM  
Feedback System Developer  
TOPS Technologies.

4. **Quotation Email**

**To: Example @gmail.com**

**Subject:** Quotation for Custom Feedback System

Dear [Client's Name],

Thank you for your interest in our custom feedback and survey system. Based on your requirements, please find below the quotation:

* **System Features:** Star ratings, live chart visualization, spam protection
* **Development Time:** 10 business days
* **Estimated Cost:** ₹18,000 (inclusive of deployment and basic support)

Should you have any questions or wish to proceed, feel free to contact me. I look forward to the opportunity to work with you.

Warm regards,  
SVAYAM  
Backend Developer  
TOPS Technologies.

5. **Email of Inquiry for Requesting Information**

**To: Example @gmail.com**

**Subject:** Request for Information on PHP Certification Program

Dear [Recipient's Name],

I hope this message finds you well. I am currently undergoing backend development training at TOPS Technologies and am interested in pursuing a PHP certification program.

Could you kindly provide details regarding the course structure, duration, fees, and enrollment process? I would appreciate any brochures or links that could assist in my decision-making.

Thank you in advance for your assistance.

Sincerely,  
SVAYAM  
BCA Graduate | PHP Trainee  
TOPS Technologies, Ahmedabad.