

Module 1: Effective Communication

1. Thank you Email

Ans:-

Subject: Thank you for the opportunity to interview.

Dear: Bhoomi

I Wanted to express my sincere gratitude for the opportunity to interview for the role at company.

I truly appreciated the time you took to speak with me and share your insights about the company and the position.

Thank you again for your time and consideration. I look forward to hearing from you soon.

Best Regards,
Shraddha

2. Letter of Apology.

Ans:-

Subject: Information Apology Letter

Dear : Aayushi

I want to start by saying how deeply sorry I am for inaction that caused offense or harm.

I realize that what I did was thoughtless and hurtful, and for that , I am truly sorry.

Please forgive me for my mistake. I promise to be more mindful and considerate in the future.

If you need to talk or want to discuss what happened, I'm here to listen.

Sincerely,

Shraddha

3. Reminder Email.

Ans:-

Subject : Email Reminder to Boss

Dear : Damini

Due to your busy schedule, this is a reminder email in the case that your upcoming interview may have slipped your mind.

The interview is for name of prospect at time of interview for name of position. If there is anything else I can do for you.

Sincerely,

Shraddha

4. Quotation Email.

Ans:-

Subject : Request for Multiple Quotations on Office Supplies

Dear : Ms. Davis,

We're considering various suppliers for office supplies. Could you please send us a quote with your best terms and conditions?

Thank you for attention to this matter.

Best regards,

Shraddha

10. Introduction Email to Client

Ans:-

Subject : Your Dedicated Point of Contact

Dear : Mr. Dhruvil

I'm shraddha grant, your new point of contact at horizon financial. with over 8 years

of experience in financial consulting, I'm here to provide top-notch service and support.

Reach out to me at shraddha.grant@horizonfinancial.com or 1234567 with any questions or requests regarding your investment portfolio. Excited to work together.

Best regards,

Shraddha