**Module-1: Effective Communication**

1. **Thank You Email:**

**Subject:** Thank You for Your Support on Emotion Recognition Project

Dear Priya Shah,

Myself Shraddha Patel. Currently, I am pursuing a Data Science course at Tops Technologies. I hope this message finds you well. I am writing to express my sincere gratitude for the invaluable support and guidance you provided throughout my emotion recognition deep learning project.

Your expertise and encouragement made a significant impact on the progress and success of the project. Your insightful feedback and willingness to share your knowledge have truly made a difference, and I am incredibly grateful for your mentorship. The skills and insights I gained through your support will undoubtedly have a lasting impact on my learning journey.

Thank you for your unwavering support and for being such an essential part of this project. I truly appreciate your dedication and assistance.

Thanks & Regards,  
Shraddha Patel

1. **Reminder Email**

### ****Subject:**** Reminder: Interview Scheduled on 3-Apr-2025

Dear Kajal Patel,

Myself Brinda Patel from Ditya IT Recruitment Services. I hope you are doing well. This is a friendly reminder about your upcoming interview for the Laravel Developer position at Webapprise System.

**Interview Details:**

* **Date:** 3-04-2025
* **Time:** 3:00 pm
* **Location:** 1120, Zion Z1, Sindhu Bhavan Marg, nr. Maple County Road, Bodakdev, Ahmedabad, Gujarat 380054.
* **Interviewers:** Ashish Patel, Jinal Vaidya
* **Duration:** Approximately 1.30 hr.

Please ensure you are available at the scheduled time and have all necessary documents, such as your resume and portfolio (if required). If you have any questions or need to reschedule, please let us know as soon as possible.

We look forward to speaking with you and learning more about your experience and skills.

Thanks & Regards,  
Brinda Patel  
Ditya IT Recruitment Services

1. **Quotation Email**

### ****Subject:**** Request for Quotation - Lenovo Thinkpad Laptop

Dear Dhruv Suthar,

Myself Shraddha Patel from Gota, Ahmedabad. I hope this message finds you well. I am writing to request a quotation for a Lenovo ThinkPad laptop. Please provide the following details:

1. Model options and specifications available
2. Pricing and payment terms
3. Warranty and support services
4. Delivery time and shipping charges
5. Any ongoing promotions or discounts

If you require any further information or specific requirements from my end, please let me know. Kindly send the quotation at your earliest convenience.

Thank you in advance for your assistance. I look forward to your prompt response.

Thanks & Regards,  
Shraddha Patel

1. **Asking for a Raise in Salary**

### ****Subject:**** Request for Salary Adjustment

Dear Astha Prajapati,

I hope this message finds you well. I am writing to formally request a review of my current salary for my role as a Data Scientist.

Over the past 1.5 years, I have consistently taken on critical responsibilities and contributed to the success of multiple high-impact projects. These include developing predictive models that improved customer retention by 15%, automating reporting pipelines that saved over 10 hours per week.

I have also actively upskilled myself in machine learning, deep learning, Python, SQL, and cloud platforms, which have allowed me to deliver even greater value to the team. Given the scope of my contributions and the current market trends for data science professionals, I believe a salary adjustment would fairly reflect the work I have done and the results I’ve achieved.

I would welcome the opportunity to discuss this further with you at a time that’s convenient. Thank you for your time and continued support.

Thanks & Regards,  
Shraddha Patel

1. **Email to Your Boss About a Problem**

### ****Subject:**** Request for Support Regarding Team Communication Issues

### Dear Om Vaidya,

Myself Shraddha Patel. I hope you are doing well. I am reaching out to bring to your attention a concern I’ve been experiencing during my internship, which I believe is affecting my ability to learn and contribute effectively.

Over the past few weeks, I have encountered difficulties in communicating with some team members, both seniors and juniors. Specifically, I have observed instances where my questions are either ignored or responded to in a dismissive manner. At times, the tone used has felt unnecessarily rude, which has made it challenging for me to seek clarification or engage in productive conversations.

As an intern, I am here to learn and grow under the guidance of experienced professionals, and I truly value the opportunity to be part of this team. However, the current situation is making it difficult for me to gain the full benefit of this experience.

I kindly request your guidance on how to proceed and whether it might be possible to address this matter in a way that promotes a more respectful and collaborative environment. I am fully committed to my responsibilities and open to feedback, and I would appreciate any support or advice you can offer.

Thank you for taking the time to consider my concern.

Thanks & Regards,  
Shraddha Patel  
Intern – Laravel Developer