

## Module 1: Effective Communication

**Task:** Write Professional emails based on any 5 of the following scenarios. Ensure clarity, conciseness, and a formal tone.

### 2. Letter of Apology

To: [krunal@gmail.com](mailto:krunal@gmail.com)

Subject: Apologies For Miscommunication – Dhirajlal Sonagara, UI/UX Designer

Dear Krunal,

I hope you doing well.

I would like to apologies for my miscommunication about policies change.

I sincerely accept my mistake. I am fully responsible for my miscommunication. I sincere apologies for inconvenience happen to you and team. I was not aware of policy changes. I missed meeting for policy changes due to my health issue. So, I had not any idea about it.

I sincere apologize for things that happen. I ensure miscommunication will not happen again.

Thank you for your understanding and patience.

Sincerely,

Dhirajlal Sonagara

UI/UX Designer

#### 4. Quotation Email

To: [nisha567@gmail.com](mailto:nisha567@gmail.com)

Subject: Quotation for Monthly Software Subscription

Dear Nisha,

below the quotation for the subscription to Adobe photoshop.

##### Quotation Details:

- Software: Adobe Photoshop
- Plan: Standard
- Features:
  - Image editing
  - Retouching
  - Graphic Design
  - Digital Painting
- Monthly Subscription Fee: \$20
- Billing Cycle: Monthly
- Payment Terms: Paid made to be on time.

If you have any query related to plan or require custom plan we can discuss about it. Feel free to ask any question related to your plan or confirm your subscription.

Thank you for considering our service.

Warm regards,

Dhirajlal Sonagara

Customer Service

Adobe Pvt Ltd

## 5. Email of Inquiry for Requesting Information

To: [lgkschool@gmail.com](mailto:lgkschool@gmail.com)

Subject: Inquiry for Admission

Dear School Administrator,

I hope we will get our response.

I would like to get Information regarding to school admission process.

I heard about your school from your school student. Your school environment is so good. Your staff is responsive to students. Staff pay attention to each student individually. Your school organize outdoor activity so student also get growth physically not just mentally. So, I would like to get information about admission process.

I gladly like to join your school and be a part of growth.

Warm Regards,

Dhirajlal Sonagara

## 8. Email to Your Boss About a Problem (Requesting Help)

To: [Kartik@gmail.com](mailto:Kartik@gmail.com)

Subject: PC is not working.

Respected Mr. Kartik,

I hope you doing well.

I would like to get solution for my PC. It's not working.

It has been two days since my pc is not working. Last time I was working on mock ups. Before I could complete my work, my pc got shut down unexpectedly. I have not any clue what happen to my pc. I told technical department about it, but I haven't got any response.

I am seeking for a quick response as much as possible.

Warm Regards,

Dhirajlal Sonagara

UI/UX Designer

## 9. Resignation Email

To: [tataconsult@gmail.com](mailto:tataconsult@gmail.com)

Subject: Resignation – Dhirajlal Sonagara, UI/UX Designer

Dear Mam,

I hope you are doing well.

Please accept this email as formal notification that I am resigning from my Ui/UX position at Netra Pvt Ltd, effective Wednesday.

I am grateful for the opportunities I received during my time here. Also, so glad to get support I have received during my time. I got to learn so many things. I got to extend my knowledge. Improved my skills a lot better. I had a chance to collaborate with an incredibly talented and supportive team.

After careful consideration I have decide to take the next step in my career. I believe this move is important for my growth and development.

I am committed to ensuring a smooth transition during my remain time here. I will complete my ongoing task. Please let me know if there is anything I can do to assist in the handover of my responsibilities.

I hold great respect for the company and the team and hope to keep in touch.

Warm Regards,

Dhirajlal Sonagara

UI/UX Designer