

# Module 1 - Effective Communication

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

1.

**Subject:** Quotation for Web Development Services

Dear Mr. Sharma,

Thank you for considering WebCraft Solutions. Please find below the quotation for full-stack web development services for your e-commerce website:

**Quotation Summary:**

- **Scope:** Design, development, and deployment of a responsive e-commerce website with integrated payment gateway
- **Timeline:** 6 weeks
- **Total Cost:** ₹ 1,50,000

**Cost Breakdown:**

- Website Design: ₹ 40,000
- Development: ₹ 80,000
- Payment Gateway Integration: ₹ 20,000
- Testing & Deployment: ₹ 10,000

This quotation is valid until 31st October 2024. Feel free to reach out for any clarifications.

We look forward to working with you.

Best regards,

Sourav Nebhnani

Business Development Manager

WebCraft Solutions

+91-7726025429

souravnebnani@webcraftsolutions.com

2.

**Subject:** Resignation Notice – Sourav Nebhnani

Dear Sir,

I hope this message finds you well. I am writing to formally resign from my position as Java Intern at Tops Tech, with my last working day being 30th October 2024.

This decision was not easy, as I have truly valued the opportunity to work with such a dedicated and talented team. However, after careful consideration, I have decided to move forward and explore new career opportunities that align with my long-term professional goals.

I am committed to making this transition as smooth as possible. I am available to assist with the handover of my responsibilities or support the team in training my replacement during this notice period. Please let me know how I can help facilitate the process.

Thank you for the support and guidance throughout my time at Tops Tech. I look forward to keeping in touch and wish the team continued success.

Best regards,

Sourav Nebhnani

Java Intern

sourav.nebhnani@topstech.com

7726025429

**3.**

**Subject:** Request for Salary Review

Dear Mr. Arora,

I hope you're doing well. I wanted to take a moment to discuss my current compensation at Innovate Tech. Over the past year, I have taken on additional responsibilities, including leading key client projects and mentoring new team members.

Given these contributions and the positive impact I've had on the team's performance, I would like to request a salary review. I believe an adjustment would reflect the increased value I bring to the company.

I appreciate your time and consideration and would welcome the opportunity to discuss this further.

Thank you,  
Sourav Nebhnani  
Software Engineer  
Innovate Tech  
7726025429

4.

**Subject:** Introducing Our Web Development Services

Dear Mr. Shah,

I hope this message finds you well. I'm writing to introduce **Tech Solutions**, a team of skilled developers offering top-notch web development services tailored to your business needs.

We specialize in:

- **Custom Web Development:** Creating websites designed specifically for your business objectives
- **E-commerce Solutions:** Comprehensive development of responsive, user-friendly online stores
- **Payment Gateway Integration:** Secure and seamless payment processing for your customers
- **Website Maintenance & Support:** Continuous support to ensure your website runs smoothly

Our client-focused approach allows us to fully understand your goals and deliver solutions that exceed your expectations. We have successfully partnered with businesses across various sectors to improve their online presence.

If you'd like to learn more or schedule a meeting, please feel free to reach out. We'd love to discuss how we can support your digital initiatives.

Looking forward to hearing from you.

Best regards,

Sourav Nebhnani

Business Development Manager

Tech Solutions

+91-7726025429

sourav.nebhnani@techsolutions.com

**5.****Subject:** Apology for Missing the Deadline

Dear Ms. Gupta,

I hope you are well. I want to sincerely apologize for not meeting the deadline on the XYZ project. Due to unforeseen challenges in the development process, I was unable to complete the task as scheduled.

I understand the importance of timely delivery and deeply regret any inconvenience this may have caused. I am currently addressing the issues and will ensure the project is completed as soon as possible. Moving forward, I will make every effort to prevent such delays from occurring again.

Thank you for your understanding, and please let me know if there is anything I can do to assist during this time.

Best regards,

Sourav Nebhnani

Software Developer

Tech Innovators

+91-7726025429

souravnebnani@techinnovators.com