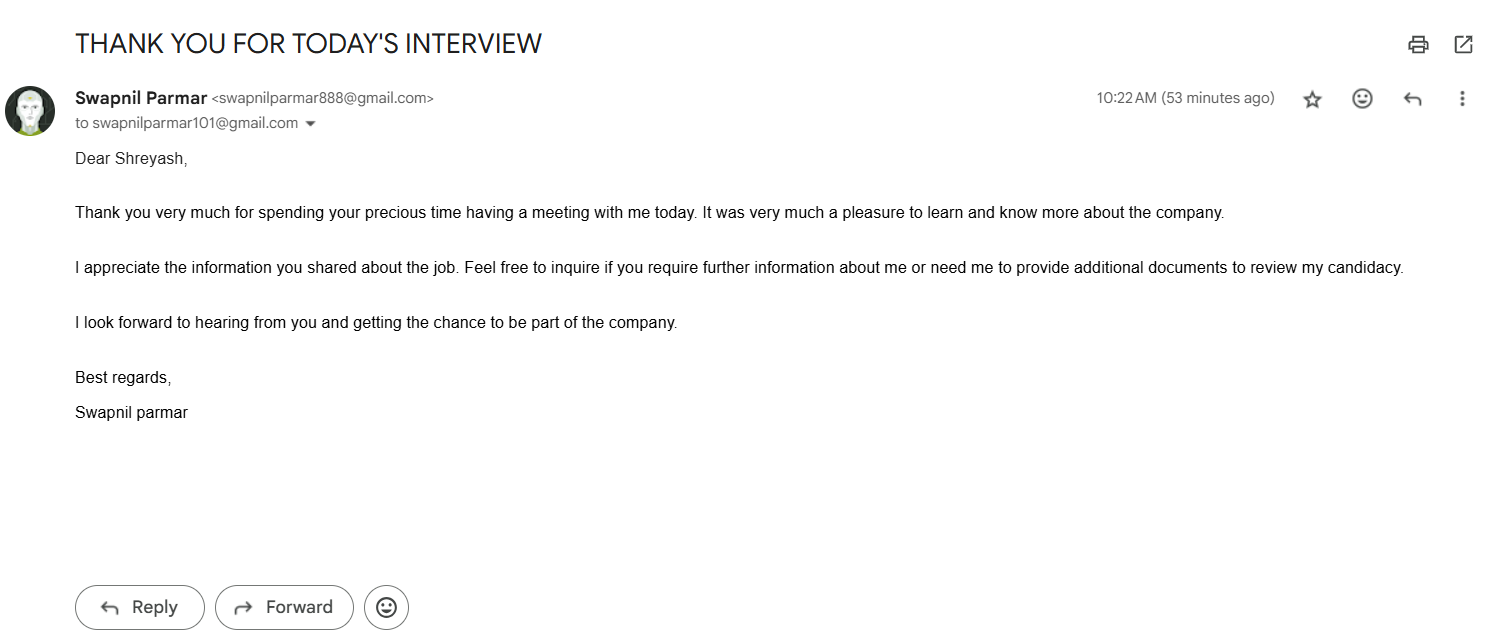
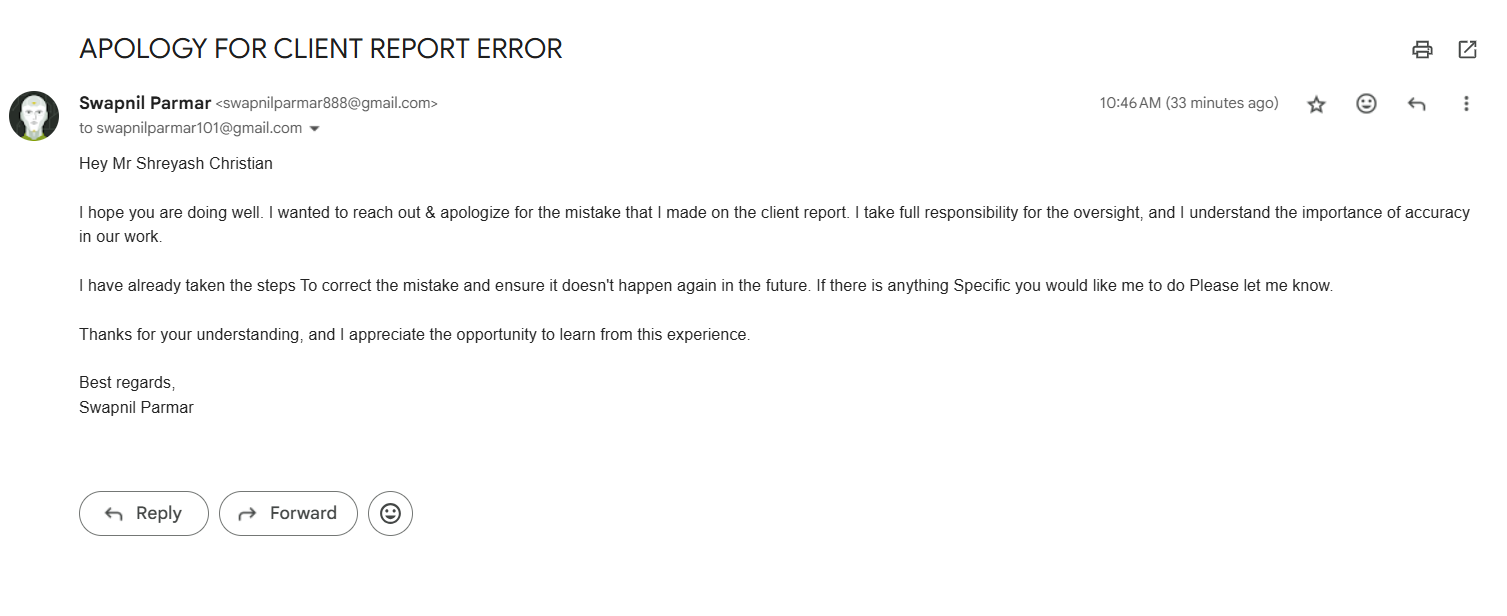
Module 1: Effective Communication

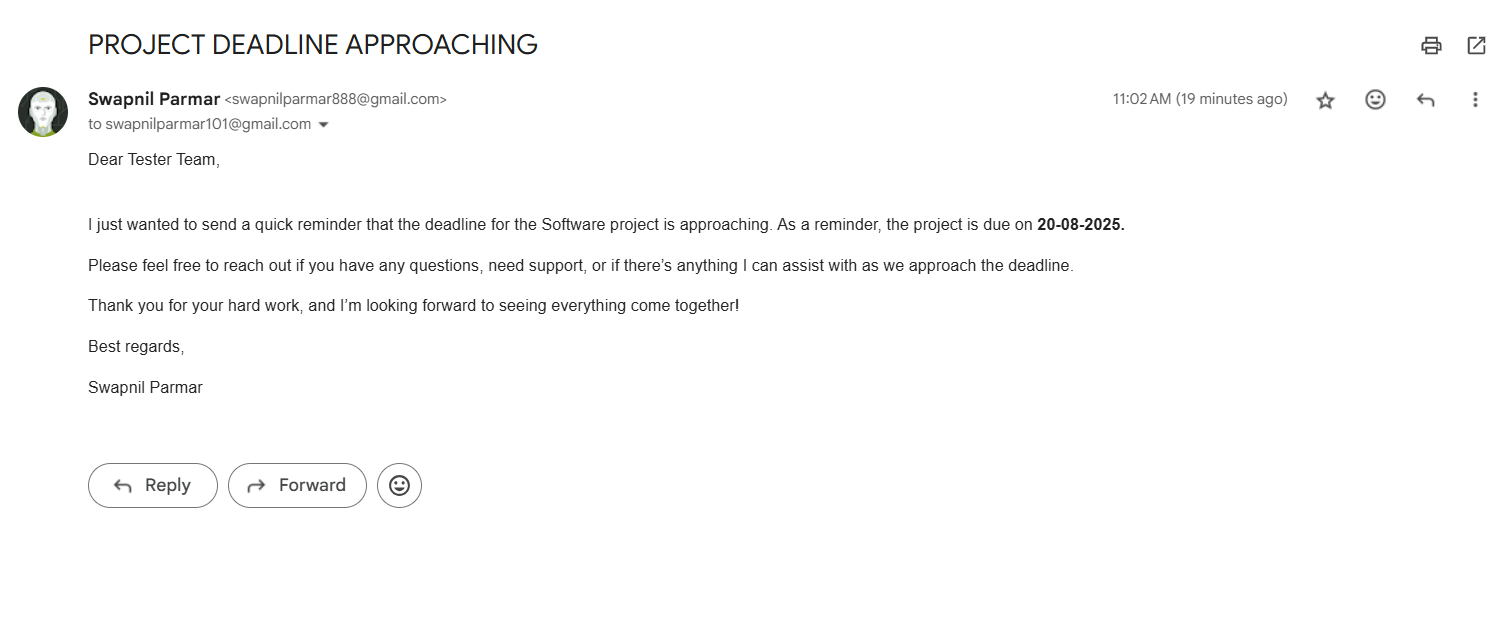
1. Thank you Email



1. Letter of Apology



1. Reminder Email



1. Email Asking for a Status Update



1. Introduction Email to Client

