Module 1: Effective Communication

Submitted by: Tisha

1. Thank you Email.

Ans:-

🡪subject: Thank you for your support

Dear Prisha,

I wanted to thank you for your help with in

Meeting .your input was valuable and

Appreciated.

Thank you again for your time and assistance.

Your respectfully,

Tisha

1. Letter of Apology.

Ans:-

🡪

Subject: Apology for missed deadline

Dear : Ms. Prisha

I am apologize for missing the deadline for

This task. I understand the importance of

Timely completion and regret any

inconvenience this may have caused.

I will ensure that all necessary steps are taken

To prevent similar delays in the future. Please

Let me know if there is anything I can do to

Make up for the delay.

Respectfully,

Tisha

1. Email Asking for a Status Update.

Ans:-

🡪

Subject: status update request for tops account

Dear Prisha ,

I hope you’re doing well. I’m writing to request

A status update on tops account , which is due on march 15th. Could you kindly provide me with the latest information on the progress.

Your prompt response will help me stay informed

And ensure timely coordination.

Thank you for your assistance.

Respectfully,

Tisha

1. Email of Inquiry for Requesting Information.

Ans:-

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Subject: request for information on training

Programs.

Dear Prisha,

I am interested in learning more about your organization’s training programs. could you please provide me with information on the following:

1. Available courses
2. Duration and schedule
3. Cost and pricing

Thank you for your assistance.

Respectfully,

Tisha

5)Introduction Email to Client.

Ans:-

🡪

Subject: hello from riya’s solution

Dear Prisha,

Hi, I am Tisha from riya’s solution . I’ll be working with you on your project . I’m excited to help you achieve your goals.

If you have any questions, just let me know.

I’m here to help.

Respectfully,

Tisha