

Module 1: Effective Communication

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

1. Thank you Email

Subject: Thank You!

Dear Sir,

I hope this email finds you well. I wanted to take a moment to express my sincere gratitude for support and opportunity Your help has been truly valuable for me, and I appreciate the time and effort you put into it.

I am grateful for your help and I look forward to future interaction with you Please let me know if there's anything I can do in return.

Once again, thank you for your kindness and support. I truly appreciate it!

Best regards,
Vidhi Dharaiya
+919173171271

2. Letter of Apology

Subject: Sincere Apologies

Dear Sir,

I hope you are doing well. I am writing to sincerely apologize I deeply regret any trouble or inconvenience this may have caused you.

It was never my intention to delay the project submission. I apologize for that. and I am committed to making things right. If there is anything I can do for this situation.

Once again, I sincerely apologize for this oversight and truly appreciate your patience and understanding. I assure you that I will be more mindful in the future.

Thank you for your time and consideration. I look forward to resolving this matter and continuing our positive relationship.

Best regards,
Vidhi Dharaiya

3. Reminder Email

Subject: Reminder.

Dear Friend

I hope this email finds you well. I wanted to send a quick reminder about my birthday party scheduled for 17 march and time 8:00 pm. Please remember note this date and never miss this day.

This is my personal request to you i will be happy if you will come and be the part of my important day.

Looking forward to your confirmation.

Best regards,
Vidhi

4. Email of Inquiry for Requesting Information

Subject: Inquiry regarding course

Dear ma'am,

Good Morning,

I am reaching out to inquire about digital marketing course I would appreciate it if you could provide details regarding this course in brief about course starting period and course syllabus.

If there are any documents or additional steps required, please let me know. I look forward to your response at your earliest convenience.

Thank you for your time and assistance.

Best regards,
Vidhi Dharaiya

5. Introduction Email to Client

Subject: Introduction - cosmetic seller

Dear sir,

I hope you are doing well. My name is vidhi dharaiya, and I am selling beauty products. I wanted to take a moment to introduce myself and share how we can assist you about your skin care routine.

We specialize in beauty care products and I'd love to discuss how we can support your needs. Please let me know a convenient time for a quick call.

We sell more than 50000+ product and we got best reviews from customers. if you have interest in our product contact me.

Thank You for your valuable time.

Best regards,
Vidhi Dharaiya
+919173171271