

Module -1 Effective Communication

Thank-you Email :-

1. Subject : Thankyou for The Meeting

Dear Rohit,

Thankyou so much for taking the time to meet with me today . I Really appreciate it . I am excited to move forward with our Project And I feel confident that we will be able to achieve great Things Together .

Thankyou Again for your time and Expertise . I Look forward to working with you .

Sincerely,

[Signature]

2. Letter of Apology :-

Subject : **Apology for Canceling Plans**

Dear Alex,

Sorry for Canceling our lunch plans at the last minute yesterday . You took time out of your busy schedule, and I should have given you proper notice .

My work meeting ran longer than expected, but I should have managed my time better . Would you be free for lunch next Tuesday ? I'd love to catch up .

Take care,

Sam

3. Reminder Email :-

Subject :- Gentle Reminder

Dear Michael,

I hope this Email finds you in good spirits . I wanted to gently remind you about the topic we discussed . Your insights are essential to our progress . And I'm eager to incorporate them . could you please provide an update When you have a moment .

Kind Regard, Robert

4. Subject: Introducing [Your Name] from [Your Company]

Dear [Client's Name],

My name is [Your Name], and I'm reaching out from [Your Company]. We're excited to be working with you and wanted to introduce myself as your point of contact. I'm looking forward to a successful partnership and am available to answer any questions you may have.

Sincerely,

[Sneha Sharma]

[Your Title]

[Company – tops technology]

[Contact - 6940598234]

5. Subject: Salary Review Request

Dear [Manager's Name],

I am writing to formally request a review of my current salary. I've been with the company for [number] years and have consistently exceeded expectations in my role, including [mention 1-2 specific accomplishments and their positive impact]. I would appreciate the opportunity to discuss my compensation and explore a potential increase. Could we schedule a meeting next week to discuss this further?

Thank you for your time and consideration.

Sincerely,
[Hinal Modi]