

## **Module 1: Effective Communication**

### **1. Thank you Email**

**To:** yuvrajdodiya1@gmail.com

**Subject:** Thank you for the help

Dear Yuvraj Dodiya,

I wanted to say thank you for all your help & support, your advice has been very helpful & I am very thankful to you for investing your precious time on me I appreciate the time you have spent on me.

Your help & support means a lot, I am very grateful for the help & support you have provided to me on my career, thank you so much for having my back at my worst.

I am very grateful that I have a friend like you at my work place.

Thank you again for everything,

**BEST REGARDS,  
Achal**

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### **2. Letter of Apology**

**To:** vikasjoshi2@gmail.com

**Subject:** Apology for Missing today's meeting due to field work,

Respected sir,

I am writing this to apologize for my absence for today's meeting. As you know, I am currently out for our Ahmedabad project. Unfortunately, due to some circumstances, I was unable to attend the meeting.

I would be grateful for a summary of the today's meetings key points and any decisions that were made in this meeting. Please let me the time convenient for the follow up meeting.

Thank you for understanding.

**BEST REGARDS,  
Achal**

### **3.Reminder Email**

**To:** mukeshraj@gmail.com

**Subject:** Reminder to complete Your Project.

Dear Mukesh,

This is a reminder to complete your project before this Friday. Please let me know if you have any question or need any support.

Thank you for your hard work on this project. I look forward to seeing the final product.

BEST REGARDS,  
**Achal**

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### **4.Email of inquiry for Requesting Information**

**To:** muskans4@gmail.com

**Subject:** Inquiry about the Full Stack Course

Dear Mam,

I am writing to inquire about the Full Stack course. I am interested in the course I want to know some information.

I would grateful if you could provide me with some information regarding details of the course, fees structure, time line of course.

I hope you will get back with some information. Thank you for your time.

BEST REGARDS,  
**Achal**

## **5.Asking for a Raise in Salary**

**To:** ajitseth1.tops@gamil.com

**Subject:** Requesting for the salary Increase

Dear Sir,

I am writing this mail to formally request a salary increase, I have been working at Tops Technology for half a decade, I believe that my contribution to the team and the company have been significant.

I have attached my performance reviews from the past years for your reference. These reviews highlight my consistent performance and dedication to my role.

I believe that my current salary is no longer commensurate with my experience, responsibilities, and contributions to the company. I am confident that a salary increase would be fair.

Thank you for considering my request. I would be happy to discuss this further at your earliest convenience.

**BEST REGARDS,**  
**Achal**