***Effective Communication:***

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

**Q.1 Letter of Apology**

Date: 27/2/2024

To,

Mr. Ganesh Jotkar

Thermotech System Pvt Ltd.

Ahmadabad, 382330

**Subject:** My Sincere Apologies

Dear Sir,

I hope you are doing well. I am writing to sincerely apologize for the product was not delivered within the specified period. I deeply regret any inconvenience or disappointment this may have caused you. It was never my intention to miss a deadline and I take full responsibility for my actions. I understand how this may have affected you, and I truly appreciate your patience and understanding. Please know that I am taking the necessary steps to ensure this does not happen again. If there is anything I can do to make it right, please let me know.

Once again, I am truly sorry and appreciate your understanding.

Best regards,

Amruta Joshi

Mob No: 8849618190

**Q.2 Reminder Email**

Date: 28/2/2024

To,

Mr. Ganesh Jotkar

Thermotech System Pvt Ltd.

Ahmadabad, 382330

**Subject: Gentle Reminder for meeting has been postponed**

Dear Sir,

I hope you're doing well. I wanted to send a quick reminder about meeting has been postponed because of some personal resion .this meeting can be conduct on the 1/03/2024. To 2:00 pm sharp .if you any problem or inconvience for you plz acknowledge me. Please let me know if you need any further information or if there’s anything I can assist you with. Looking forward to your response.

Thank you for your time and attention.

Best regards,

Amruta Joshi

Mob no: 8849618190

**Q.3 Thank you Email**

Date: 2/3/2024

To,

Mr. Ganesh Jotkar

Thermotech System Pvt Ltd.

Ahmadabad, 382330

**Subject:** Thank you message for getting opportunity to working with you.

Dear Sir,

I hope you’re doing well. I just wanted to take a moment to express my sincere gratitude for giving me the opportunity to work with you and understood your company's work profile. I truly appreciate for giving me the specific detail about my work profile. It was a pleasure to working with you, learning from you and I look forward to staying in touch. Please let me know if there’s anything I can do for you in return.

Thanks again!

Best regards,

Amruta Joshi

**Q.4 Asking for a Raise in Salary**

**Subject:** Request for Salary Discussion.

To,

Kinjal Bhandari

Abellon Pvt ltd.

Ahmedabad

Dear Sir,

I hope you’re doing well. I wanted to take a moment to express my appreciation for the opportunities and support I have received while working at Abellon Pvt Ltd. Over the past 3 years, I have thoroughly enjoyed contributing to the team and taking on new responsibilities.

Given my contributions, the skills I have developed, and the market standards for my role, I would like to request a discussion regarding a possible salary adjustment. I would appreciate the opportunity to discuss this further at a convenient time for you. Please let me know when we can schedule a meeting to go over this request. Thank you for your time and consideration.

Best regards,

Amruta Joshi

**Q.5 Email Asking for a status Update**

**Date: 3/3/2024**

**Subject:** Request for Status Update

To,

Kinjal Bhandari

Abellon Pvt ltd.

Ahmedabad, 0382330

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**Subject:** Request for Status Update

Dear Sir,

I hope you’re doing well. I wanted to check in on the status of my request to if you are accepting to increase my salary or not. Could you please provide an update on its progress? Please let me know if there’s anything I can do to assist or if you need any additional information from my end. Looking forward to your response.

Thank you!

Best regards,

Amruta Joshi