**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: A Big Thank You

Hi Sahil,

I just wanted to say a big thank you for all your help during my powerlifting competition. Your support meant a lot to me and gave me the confidence to do my best. Whether it was helping with my training, cheering me on, or giving me advice, you made a big difference.

Thank you for being there for me.

Best, Ankit

### 2. Letter of Apology

Subject: Apology for Dropping Weight at the Gym

Dear Apurv Sir,

I hope you are well. I am writing to apologize for dropping my weight disrespectfully while doing squats today. I realize it was wrong and could have caused problems.

I didn't mean to be disrespectful, and I feel bad about my actions. I promise to be more careful and respectful in the future.

Thank you for your understanding.

Best regards, Ankit

### 3. Reminder Email

Subject: Friendly Reminder: Ankit and [Partner's Name]'s Wedding

Dear [Recipient's Name],

I hope this email finds you well. I wanted to remind you about our wedding on February 25, 2025. We are so excited to celebrate this special day with you!

Please let us know if you need any information or assistance regarding the event.

Looking forward to seeing you there!

Best regards, Ankit

### 4. Asking for a Raise in Salary

Subject: Request for Salary Raise

Dear Pathak Sir,

I hope you are well. I am writing to discuss the possibility of a salary raise. I have been working at the gym for the past 8 hours each day, and I believe my contributions have positively impacted our members' experience.

I would like to discuss my performance and the value I bring to our team. Could we schedule a meeting to talk about this further?

Thank you for your consideration.

Best regards, Ankit

### 5. Email to Your Boss About a Problem (Requesting Help)

Subject: Help Needed: API Not Fetching Data

Dear Mr. Kohli,

I hope you're doing well.

I'm having trouble with an API that's not fetching data as expected. Here's a brief overview:

**Issue:** The API is not fetching data. **What I've Tried:** I've checked the API endpoint and verified the request parameters. **Impact:** This issue is affecting our ability to complete [specific task/project].

Could we schedule a meeting to discuss this? Your guidance would be greatly appreciated.

Thank you for your time and consideration.

Best regards, Ankit Khot