**MODULE = 1**   **EFFECTIVE COMMUNICATION**

1. **LETTER OF APOLOGY**

**Subject : Letter with an apology**

**Dear Sir,**

**I am writing this letter to accept my mistake that I have misplaced the samples and didn`t remember and to apologize for**

**for being so irresponsible . I will surely change my working strategy and will definitely keep everything noted for future references.**

**Please forgive me and provide me another chance to prove myself . I shall be very grateful to you for your kindness and**

**consideration.**

**Thanking you .**

**Sincerely ,**

**Anusha Pandey**

**2 ) Asking for a Raise in Salary**

**Subject : letter for increment in salary**

**Respected Madam ,**

**I would like to bring to your notice that I have completed one year in your company as Senior Graphic Designer . As per the**

**decided norms between us at the time of joining. I would like to request you for a 20 percent hike on my existing salary. I shall be highly**

**grateful to you in doing so.**

**Thanks and regards,**

**Anusha Pandey**

**Sr. Graphic Designer**

1. **Resignation Email**

**Subject : Resignation for the position of Software Developer**

**Respected Sir,**

**I would like to inform you that I will be resigning from the position of SOFTWARE DEVELOPER due to some personal reasons .I will be always grateful to you for giving me an opportunity to work at XYZ Tech Solutions, but sadly I have to leave my job.**

**I hope you understand my situation and please approve my resignation so that I can complete my notice period.**

**Thanking you.**

**Regards,**

**Anusha Pandey**

1. **Quotation Email**

**Subject : Request for Quotation**

**Dear Sir ,**

**I hope this message finds you well.**

**I am writing to request a quotation for [ brief description of the product] .Please include the following details in your quote :**

1. **Item specification**
2. **unit price**
3. **bulk pricing**
4. **delivery timelines**
5. **payment terms**
6. **validity of the quotation**

**If you require any further information to prepare the quotation , please do not hesitate to contact me.**

**Looking forward to your response.**

**Best Regards,**

**Anusha Pandey**

1. **Asking for a Status Update**

**Subject : Request for status update**

**Dear Sir,**

**I hope you`re doing well**

**I`m writing to kindly follow up on the status of [project/task] , originally submitted on [ date ] .I would appreciate it if you could provide an update when convenient.**

**Please let me know if you need any additional information from my side.**

**Best Regards ,**

**Anusha Pandey**