

MODULE: 1 ASSIGNMENT

Effective Communication

Write professional emails based on any 5 of the following scenarios. Ensure clarity, conciseness, and a formal tone.

1. Thank You Email

Subject: Thank You for Your Support and Guidance

Dear sir,

I hope this message finds you well.

I wanted to take a moment to sincerely thank you for your support and guidance on the recent project. Your insights and encouragement made a significant difference, and I truly appreciate the time and effort you dedicated.

Working under your leadership has been a valuable learning experience. Thank you once again for your continuous support.

Warm regards,

Bhakti limbasiya

2. Letter of Apology

Subject: Sincere Apology for the Delay in Submission

Dear sir,

I would like to sincerely apologize for the delay in submitting the project that was due on 7 july 2025.

Due to unforeseen circumstances, I was unable to meet the deadline. I understand the importance of timely submissions and take full responsibility for the delay. I have taken steps to ensure this does not happen again and will be submitting the completed work by 10 july 2025.

Thank you for your understanding and patience.

Sincerely,

Bhakti limbasiya

3. Reminder Email

Subject: Friendly Reminder: Meeting tomorrow at 10 AM

Dear sir,

I hope you are doing well.

This is a gentle reminder regarding our scheduled meeting tomorrow at 10:00 AM, [July 8, 2025]. Kindly let me know if you require any additional information or documents ahead of the meeting.

Please confirm your availability at your earliest convenience. I appreciate your attention to this matter.

Best regards,

Bhakti Limbasiya

4. Email Asking for a Status Update

Subject: Request for Status Update on Redesign Homepage for Better User Experience

Dear sir,

I hope this message finds you well.

I am writing to kindly request an update on the status of the redesign of the homepage for better user experience, which we last discussed on 10 July 2025. We are looking forward to the next steps and would appreciate any progress details you could share.

Please let me know if you need any assistance from my side.

Looking forward to your response.

Warm regards,

Bhakti Limbasiya

5. Introduction Email to Client

Subject: Introduction – Bhakti Limbasiya from TOPS Technologies

Dear sir,

I hope you are doing well.

My name is **Bhakti Limbasiya**, and I will be your point of contact for "**Task Triumph**", our project management service on **Wix.com**, here at **TOPS Technologies**. I'm excited to collaborate with you and ensure a smooth and successful experience throughout our engagement.

Please feel free to reach out to me directly if you have any questions, need assistance, or would like to share any feedback. I look forward to working with you and building a strong professional relationship.

Warm regards,

Bhakti Limbasiya

TOPS Technologies