**MODULE 1; Effective Communication**

1. **THANK YOU E-MAIL;**

**Subject:** Thank You for the Opportunity

Dear Sir,

I hope this message finds you well.

I wanted to take a moment to sincerely thank you for the opportunity to work with you. It has been a pleasure collaborating with you, and I truly appreciate the trust and confidence you placed in me.

This experience has been both rewarding and enriching, and I am grateful for the chance to contribute and learn along the way.

I look forward to the possibility of working together again in the future. Please don’t hesitate to reach out if there’s ever anything I can assist you with.

Warm regards,  
**Bharti Yadav**

**Graphic Designer**

**8320992768**

1. ASKING FOR A RAISE IN SALARY;

**Subject:** Request for Salary Review

Dear Sir,

I hope you are doing well.

I am writing to formally request a review of my current salary. Over the past 4 years, I have taken great pride in my work as a Graphic Designer, contributing to improvement of company.

I believe that my contributions have added value to the team and company, and I have continually worked to grow my skills and take on additional responsibilities. Based on my performance and industry standards, I would like to kindly request a salary adjustment that reflects my current role and contributions.

I would appreciate the opportunity to discuss this further at your convenience. Thank you for considering my request, and for your continued support and guidance.

Best regards,  
**Bharti Yadav**

**Graphic Designer**

1. EMAIL OF INQUIRY FOR REQUESTING INFORMATION;

**Subject:** Inquiry About Dove Shampoo Product Information

Dear Sir,

I hope this message finds you well.

I am writing to request more information about your Dove Shampoo product line. I am particularly interested in understanding the different variants available, their ingredients, and which options are best suited for [e.g., dry hair, oily scalp, hair fall, etc.].

Could you also please share details regarding product sizes, pricing, and availability in [ Ahemdabad or surat ]?

I would appreciate it if you could send me any brochures, product sheets, or links to detailed information.

Thank you for your assistance. I look forward to your response.

Best regards,  
**Bharti Yadav**

**8320992768**

1. QUOATION EMAIL;

**Subject:** Request for Quotation for Graphic Design Services

Dear Mam,

I hope you are doing well.

I am reaching out to request a quotation for graphic design services. We are currently looking for support with logo design, social media creatives, marketing materials, brochure design, etc.], and would like to know more about your services, pricing, and timelines.

Could you please provide a detailed quotation including:

* Service offerings and deliverables
* Estimated cost for each service
* Timeline for project completion
* Revisions policy
* Portfolio or sample work

Please feel free to reach out if you need any more information from my side. I look forward to your response.

Best regards,  
**Bharti yadav.**

**Go digital Go social.**

1. Introduction email to client;

**Subject:** Introduction –Bharti Yadav from Tops Company.

Dear Meenal ,

I hope you are doing well.

My name is Bharti, and I’m Graphic Designer at Tops Company. I’m reaching out to introduce myself as your point of contact for my upcoming designs.

I’m excited to work with you and ensure we meet your expectations. Please feel free to reach out to me directly if you have any questions, need support, or would like to schedule a meeting.

Looking forward to a successful collaboration.

Warm regards,  
**Bharti yadav**

**Graphic Designer**

**8320992768**