# Module 1: Effective Communication

1. **Thank You Email**

**Subject:** Thank You for Your Support

Dear Jay Gopani,

I hope this message finds you well. I would like to extend my sincere thanks for your support and guidance during projects, tasks, or assignments. Your insights and timely assistance made a significant difference, and I genuinely appreciate your help.

I look forward to continuing our collaboration and achieving even greater results together.

Regards,

Bhavesh Patel

Data Analyst

1. **Letter of Apology**

**Subject:** Apology for the Delay in Soft Skills Assignment Submission

Dear Ketu Chaudhary,

I am writing to sincerely apologize for the delay in submitting my soft skills assignment. I understand that timely submissions are important and regret any inconvenience this may have caused.

I take full responsibility for the delay and assure you that I am taking the necessary steps to ensure it does not happen again. I value your guidance and appreciate your understanding.

Please let me know if there is anything further, I should do to address this matter.

Sincerely,  
Bhavesh Patel  
Data Analyst

1. **Reminder Email**

**Subject:** Friendly Reminder: Request for Assignment (Due Date: 24/07/2025)

Dear Ketu Chaudhary,

I hope you are doing well. I am writing to kindly remind you to assign the soft skills assignment that is due on 24th July 2025.

Please let me know if there are any specific instructions or materials I should review beforehand. I would like to ensure I complete the task on time and to the required standard.

Thank you for your time and support.

Best regards,  
Bhavesh Patel  
Data Analyst

1. **Quotation Email**

**Subject:** Request for Quotation – WhatsApp Marketing Tool

Dear Piyush Kumawat,

I hope this email finds you well. I am reaching out on behalf of Tops Technology to request a quotation for your WhatsApp marketing tool, as listed on <https://thebotmode.com>.

Kindly provide the following details at your earliest convenience:

* Pricing plans (monthly/annual)
* Features included in each plan
* Availability or activation timelines
* Delivery and integration terms
* Any additional services or support offered

We are currently evaluating solutions for our marketing initiatives and would appreciate your prompt response to assist us in our decision-making process.

Thank you in advance for your assistance.

Best regards,  
Bhavesh Patel  
Data Analyst  
Tops Technology

1. **Email Asking for a Status Update**

**Subject:** Request for Status Update on Assignment – TOPS Career Center

Dear Ketu Chaudhary,

I hope you're doing well. I am writing to kindly inquire about the current status of my assignment on the TOPS Career Center application.

Could you please let me know if it has been reviewed or updated? This will help me keep track of my progress and plan my next steps accordingly.

Looking forward to your response.

Kind regards,  
Bhavesh Patel  
Data Analyst