Module 1: Effective Communication

1. **Thank you Email**

Subject: Thank You

Respected Sir,

Greeting of the day

I hope you are doing well. I want to say a big thank you for helping me with my project.

You gave your valuable time to clear my doubts, guide me with your knowledge, and even gave feedback after I finished the project. I really appreciate your support and the way you helped me.

It was a great experience working with you. I hope I get a chance to work with you again in the future.

Thank you once again, Sir.

Warm regards,

Brijeshkumar Yadav

1. **Letter of Apology**

Subject: Sincere Apology

Respected Mam,

Greeting of the day

I hope you are doing well. I’m really sorry for missing the deadline for our client’s project. There was some confusion during the meeting, and I know this may have caused problems.

I understand this affected you and the team. It was my mistake, and I take full responsibility. I never meant for this to happen, and I feel bad for the trouble it caused.

I’m now making sure this kind of mistake doesn’t happen again. I’m trying to improve and follow things properly.

Thank you for your patience and support. I really respect our work relationship.

Please let me know if I can do anything to make things better.

Sincerely,

Brijeshkumar Yadav

1. **Reminder Email**

Subject: Friendly Reminder for Upcoming Client Meeting

Dear Team,

Greeting of the day

Just a reminder that our musical event is coming up soon!

**Date:** 28,July.2025

**Time:** 9:00 pm onward.

**Location:** Karnavati club, Ahmedabad.

We’re looking forward to seeing you there. It’s going to be a fun and exciting event with great music!

If you have any questions, feel free to contact us.

Best regards,

Brijeshkumar Yadav

1. **Asking for a Raise in Salary**

Subject: Request for Salary Raise

Respected Manager Sir/Mam,

Greeting of the day

I hope you are having a good day. I would like to kindly ask if we can talk about a possible salary increase.

I have been doing my best at work and have taken on more responsibilities. I feel that my efforts and contribution have grown, and I would be thankful if you could consider my request.

I would appreciate the opportunity to meet and discuss this in more detail. Please let me know a convenient time for you.

Thank you for your time and consideration.

Sincerely,

Brijeshkumar Yadav

1. **Introduction Email to Client**

Subject: Hello from a Freelance Graphic Designe.

Respected Client,

Greeting of the day

Hope you're having a great day! My name is Brijeshkumar Yadav, and I’m a freelance graphic designer. I create logos, social media posts, branding, and creative designs that help make your business visually strong and appealing.

Just wanted to send a short message to connect with you. If you ever need help with design work, I’m always available. I’d also be happy to share my portfolio if you'd like to take a look.

Looking forward to working together sir

Looking forward to working together sir.

Warm regards,

Brijeshkumar Yadav

Freelance Graphic Designer

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