**Module 1: Effective Communication**

**1. Thank you Email**

**Subject:** Heartfelt Thanks for Your Mentorship and Support

Dear Disha Ma’am,

Good Afternonn,

I hope you're doing well.

I’m writing to sincerely thank you for your invaluable guidance and encouragement throughout my soft skills training journey. Your mentorship has had a profound impact on me, especially in preparing for job interviews. The way you explained the importance of communication, body language, and express myself with more clarity and confidence.

Your sessions were not only informative but also empowering. I gained clarity on how to approach interviews with a positive mindset, answer questions more effectively, and carry myself professionally. The mock interviews we practiced helped reduce my anxiety and gave me a real sense of readiness. I also appreciated how approachable and patient you were in addressing my doubts, no matter how small they seemed.

Thank you for believing in me, for pushing me to do better, and for being such a kind and supportive mentor. Your guidance has played a crucial role in boosting my confidence, and I’ll carry your lessons with me as I step forward in my career.

With sincere gratitude,

**Nisha Datt**

**9574023016**

**2. Letter of Apology**

**Nisha Datt**  
Gota  
Ahmedabad, Gujarat, 380060  
dattnisha188@gmail.com  
15 july 2025

**Disha Ma’am**  
Tops Technologies  
S.G. Highway  
Ahmedabad, Gujarat, 380015

**Subject:** Apology for Delay in Submitting Report

Dear Ma’am,

I hope this letter finds you well.

I am writing to formally apologize for the delay in submitting the report that was due on 12 july 2025. I understand the importance of meeting deadlines and fully recognize the inconvenience this may have caused.

The delay was due to I was unwell during that period, which affected my ability to complete the report on time. I assure you that I am taking steps to ensure this does not happen again in the future.

Thank you for your understanding and continued support. I am committed to upholding professional standards in all future work.

Sincerely,  
**Nisha Datt**

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

**Subject:** Follow-Up on Project Progress

Dear Ma’am,

I hope you are doing well.

I am writing to follow up on the progress of the project titled **Prsonality Development**. As we move forward, I wanted to kindly request an update on its current status, including any key developments, challenges, or next steps.

Understanding where things currently stand will help me plan my contributions more effectively and ensure that timelines are being met. If there are any areas where support is needed or decisions are pending, please let me know—I would be glad to assist in any way I can.

Thank you for your time and continued guidance. I look forward to your update.

Warm regards,  
**Nisha Datt**

**4. 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 based on my recent contributions and increased responsibilities. Over the past 1 year, I have consistently delivered on my tasks and taken initiative in leading projects, mentoring team members, improving workflow, etc.

In particular, I successfully managed the project, which resulted in improved efficiency by 25%, or I have taken on additional responsibilities beyond my original role without any adjustment in compensation.

Given these contributions, I would like to request a discussion regarding a salary adjustment that better reflects my current role and performance. I remain fully committed to the goals of our team and look forward to continuing to contribute at a high level.

Please let me know a convenient time to discuss this further. I appreciate your time and consideration.

Warm regards,  
**Nisha Datt**

**5. 10. Introduction Email to Client**

**Subject:** Introduction – Your Design Project Contact at Concept Graphic Studio

Dear Bharti Yadav,

I hope you're doing well.

My name is **Nisha Datt**, and I’m excited to introduce myself as your new point of contact for your design projects at Concept Graphic Studio. I’ve recently joined the team as a **Graphic Designer**, and I’ll be working closely with you to ensure your creative vision is brought to life with clarity and precision.

Whether you're looking to enhance your brand identity, develop marketing materials, or refresh your digital presence, I’m here to support your goals and deliver high-quality results. I believe in open communication and collaborative creativity, and I’m happy to assist with any questions, ideas, or feedback you have along the way.

Please feel free to reply to this email or reach out directly if you'd like to discuss the project or schedule a quick introductory call. I’m looking forward to working with you and creating something great together.

Warm regards,

**Nisha Datt**  
**Graphic Designer**  
**Concept Graphic Studio  
dattnisha188@gmail.com**