

Module 1: Effective Communication

1. Letter of Apology

From: dishachotai58@gmail.com

To: manager@gmail.com

Subject: Apology for Missing the Meeting

Dear Sir/Ma'am,

I hope you're doing well.

I am writing to sincerely apologize for missing the meeting scheduled on [Date/Time]. I understand that my absence may have caused inconvenience, and I deeply regret it.

It was never my intention to disrespect the schedule. Unfortunately, [brief reason – e.g., I faced an unexpected personal emergency], and I couldn't inform in time. I take full responsibility for this lapse.

I truly value your time and our work, and I assure you it won't happen again. Thank you for your patience and understanding.

Warm regards,

Disha Chotai

2. Email Asking for a Status Update

From: dishachotai58@gmail.com

To: recipient@gmail.com

Subject: Request for Status Update on Cake Shop Management System

Dear Jinal Ma'am,

I hope you are doing well.

I am writing to kindly request a status update on the Cake Shop Management System, which was scheduled for completion/review on 20th November 2025. I would appreciate it if you could share the current progress or let me know if any support is needed from my side to move things forward smoothly.

Looking forward to your response. Thank you for your time and efforts.

Best regards,

Disha Chotai

3. Asking for a Raise in Salary

From: yourname@gmail.com

To: manager@gmail.com

Subject: Request for Salary Raise

Dear Jinal Ma'am,

I hope you're doing well.

I am writing to formally request a review of my current salary. Over the past 2 years , I have consistently contributed to [mention key achievements, responsibilities, or growth]. I've taken on additional responsibilities and have delivered [mention specific results, if any].

In light of my performance and growing responsibilities, I would appreciate it if we could discuss a possible salary adjustment. I remain committed to contributing positively to the team and the organization.

Thank you for considering my request. I look forward to your feedback.

Best regards,

Disha Chotai

4. Resignation Email

From: dishachotai58@gmail.com

To: manager@gmail.com

Subject: Resignation Letter

Dear Jinal Ma'am,

I hope you are doing well.

I am writing to formally resign from my position at TechSoft Solutions, effective 2nd December 2025.

This decision was not easy, but after careful consideration, I believe it is the right step for my personal and professional growth. I am grateful for the opportunities, support, and experiences I've gained during my time here.

Please let me know how I can help during the transition period. I aim to ensure a smooth handover of my responsibilities.

Thank you once again for everything.

Warm regards,

Disha Chotai

5. Introduction Email to Client

From:dishachotai58@gmail.com

To: ms.sharma@clientcompany.com

Subject: Introduction – Disha Chotai, Client Relations Specialist

Dear Ms. Sharma,

I hope you are doing well.

My name is Disha Chotai, and I'm the new Client Relations Specialist at [Your Company Name]. I'll be your point of contact moving forward and look forward to working with you.

Please feel free to reach out to me for any assistance, updates, or questions related to our project or services. I'm here to ensure smooth communication and successful collaboration.

Looking forward to working with you.

Best regards,

Disha Chotai