**Module 1:**

**Effective Communication Task:**

Write professional emails based on any 5 of the following scenarios. Ensure clarity, conciseness, and a formal tone.

**3. Reminder Email**

**Subject: Follow-up on HDFC Complaint Review**

**Dear HDFC Team,**

I hope this email finds you well. My name is Dishali Rathod, from District. I had previously sent an email regarding a complaint to your official HDFC email, and I received a response from this email address. I kindly request that you review my complaint at your earliest convenience.

For any further details or clarification, I am now available to take all your calls. Additionally, you can also connect with me on WhatsApp at the number provided below.

I hope you will consider my request and grant me a resolution. I look forward to your prompt response.

**Thanks & regards**

Yours faithfully,  
**Antima Namdev**  
Mob: +91 9327XXXXXXX  
WhatsApp: +91 9327XXXXX

**5. Email of Inquiry for Requesting Information**

**Subject: Request for Issuance of Transfer Certificate.**

**Respected,**

**Admission Department,**

**JIT Borawan (Khargone), MP.**

**I Antima Namdev, formerly employed in the CS department at your esteemed institute, am writing to request the issuance of my Transfer Certificate (TC). I had enrolled in the M. Tech course at JIT Borawan during my tenure. Unfortunately, due to personal reasons specifically my marriage. I was unable to continue my studies and had to discontinue my admission.**

**Therefore, I kindly request that you issue my Transfer Certificate at your earliest convenience.**

**Thank you for your attention to this matter.**

**Thanks & regards**

**Antima Namdev**

**Enrollment No. 0805CS23MEXY**

**Contact No. - +91 81208 XXXXX**

**9. Resignation Email**

**Subject: Resignation from the Post of Assistant Professor**

**Respected Principal Sir,  
JIT Borawan, Khargone (M.P.)**

**I am writing to formally inform you of my decision to resign from my position as Assistant Professor in the Computer Science Department, effective 15th November 2024. The reason for my resignation is due to my upcoming wedding.**

**"I would like to express my sincere gratitude for the opportunity to work at JIT Borawan, and for the support and guidance I have received during my time here. "**

**Thank you once again for your understanding and support.**

**Thanks & regards,  
Antima Namdev**

**10. Introduction Email to Client**

**Subject**: Promote your business online with SEO, SMM, and Creative Design

Dear Sonia,

I hope you're doing well! I specialize in helping businesses like your business grow through **SEO**, **Social Media Marketing (SMM)**, **social media management**, and **creative poster design**.

Here’s how I can assist you:

* **SEO**: Improve your website's search rankings.
* **SMM**: Run targeted ad campaigns for more leads.
* **Social Media Management**: Boost engagement with quality content.
* **Creative Designs**: Creative designs that capture attention and boost engagement.

If you’re interested in growing your business online, I’d love to discuss how we can work together. Let me know if we can set up a quick chat!

Best regards,  
Antima Namdev  
Contact: +91 81208XXXXX

1. Quotation Email

**Subject**: Quotation for Web Development Services

Dear [Client’s Name],

I hope you're doing well. Thank you for considering me for your web development project. Based on the requirements you shared, I’ve outlined a detailed quotation for your review:

**Project Overview**:

* [Briefly describe the project: e.g., Development of a responsive, user-friendly website with [specific features, e.g., blog, e-commerce functionality, etc.]]

**Quotation**:

* **Website Development**: $[X]
* **Additional Features**: (e.g., SEO setup, custom plugins) $[Y]
* **Total Cost**: $[Total Amount]

**Timeline**:

* [Estimated project timeline, e.g., 4-5 weeks from start date]

**Payment Terms**:

* [Mention payment structure, e.g., 30% deposit, 70% upon completion or milestone-based payments]

**What’s Included**:

* Fully responsive design (mobile, tablet, and desktop)
* SEO-friendly code
* Basic on-site SEO (if applicable)
* [Add any other relevant service, e.g., support for a set period after delivery]

If everything looks good, I’d be happy to proceed and finalize the details. Feel free to reach out if you have any questions or if there’s anything you’d like to modify.

Looking forward to working with you on this exciting project!

Best regards,  
[Your Full Name]  
[Your Contact Information]  
[Your Website/Portfolio, if applicable]

1. Thank you Email
2. Letter of Apology
3. Email Asking for a Status Update
4. Asking for a Raise in Salary
5. Email to Your Boss About a Problem (Requesting Help)