Module 1: Effective Communication

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

1. Reminder Email

From: dippatel89@gmail.com

To: sahilpatel08@gmail.com

Sub**:** Upcoming Meeting on 10/02/2025

Dear Sahil Patel,

This is a friendly reminder about our upcoming meeting scheduled for 10/02/2025 at

11:30 IST. We will be meeting in person at Tech Mahindra to discuss Public Healthcare Infrastructure.

Please let me know if you are unable to attend or if you have any additional points for discussion. Looking forward to your participation.

Best regards,
Dip Patel,
MERN Stack developer.

2. Asking for a Raise in Salary

From: dippatel84@gmail.com

To: saurabhpatel88@gmail.com

Sub: Request for Salary Review

Dear Saurabh,

I hope you are doing well. I am writing to formally request a review of my current salary based on my contributions and performance over the past 1 years.

During my time at Magneto IT Solutions, I have taken on increasing responsibilities, contributed to key projects such as system migrations, software development, cybersecurity enhancements, cloud integrations, and consistently exceeded performance expectations. I appreciate the opportunities for growth and professional development that the company has provided.

Considering my contributions and the industry standards for my role, I would like to discuss a potential salary adjustment. I would be happy to schedule a meeting at your convenience to further discuss this request.

Thank you for your time and consideration. I look forward to your feedback.

Best regards,
Dip Patel,
Frontend Developer,
Magneto IT Solutions.

3. Email Asking for a Status Update

From: aryanpatel84@gmail.com

To: alishapathan76@gmail.com

Sub: Introduction Aryan Patel from Gujarat Info Tech Limited

Dear Alisha Pathan,

I hope this email finds you well. My name is Aryan Patel, and I am a Business Development Manager at Gujarat Info Tech Limited. I am reaching out to introduce myself and to express my enthusiasm for the opportunity to work with you.

At Gujarat Info Tech Limited we specialize in providing cutting-edge IT consulting and software solutions tailored to meet the unique needs of businesses like yours. We take pride in delivering innovative technology, exceptional customer service, and customized solutions to help streamline operations and drive growth.

I would love the opportunity to discuss how we can support your business needs and explore potential ways to collaborate. Please let me know a convenient time for a brief call or meeting.

Looking forward to connecting with you.

Best regards,
Aryan Patel,
Business Development Manager,
Gujarat Info Tech Limited,
Mobile : 9311623689| www.gujaratinfotech.com

4.Thank you email

From: djpatel94@gmail.com

To: sunnybodana23@gmail.com

Sub: Thank You for Your Time

Dear Sunny Bodana,

I appreciate you taking the time to meet with me today. It was great discussing how Technostacks can support Tronixinfo with our IT consulting and software solutions.

I'll follow up with a detailed proposal outlining how our solutions can streamline your workflow and improve system integration. In the meantime, please don't hesitate to reach out if you have any questions.

Looking forward to working together.

Best regards,
Dip Patel,
Project Manager,
Technostacks,
9787894532| www.technostacks.com

5. Email to Your Boss About a Problem (Requesting Help)

From: dippatelll02@gmail.com

To: sumanjain8@gmail.com

Sub: Assistance Needed for Project Delay Due to Resource Constraints

Dear Suman Jain,

I wanted to bring to your attention a challenge we are facing with the e- commerce project. Due to limited resources and unexpected technical issues, we are experiencing delays that could impact our delivery timeline.

So far, I have reallocated tasks, consulted with the team, or explored alternative solutions, but the issue persists. We need additional support, whether in terms of manpower or tools, to keep things on track.

I would appreciate your guidance on the best way forward. Please let me know a convenient time to discuss this further.

Thank you for your support.

Best regards,
Dip Patel,
Mern Stack Developer,
Gujarat Infotech Limited.