

## **Module 1: Effective Communication**

### **1. Thank you Email**

**To:** shaileesoni@gmail.com

**Subject:** Thank you for the help.

Dear shailee

I wanted to say thank you for all your help and support, your advice has been very helpful and I am very thankful to you for investing your precious time on me I appreciate the time you have spent on me.

Your help and support it means a lot, I am very grateful for the help and support you have provided to me on my career, thank you so much for having my back at my worst.

I am very grateful that I have a friend like you at my work place.

Thank you again for everything,

Best Regards,  
Drashti Kukadiya

### **2. Letter of Apology**

**To:** jatinsoni2122@gmail.com

**Subject:** Apology for Missing today's meeting due to field work.

Respected sir

I am writing this to apologize for my absence for today's meeting. As you know, I am currently out for our Ahmedabad project. Unfortunately, due to some circumstances, I was unable to attend the meeting.

I would be grateful for a summary of the today's meetings key points and any decisions that were made in this meeting. Please let me the time convenient for the follow up meeting.

Thank you for understanding.

Best Regards,  
Drashti Kukadiya

### **3.Reminder Email**

**To:** naman123@gamil.com

**Subject:** Reminder to complete Your Project.

Dear Naman,

This is a reminder to complete your project before this Friday. Please let me know if you have any question or need any support.

Thank you for your hard work on this project. I look forward to seeing the final product.

Best Regards,  
Drashti Kukadiya

### **4.Email of inquiry for Requesting Information**

**To:** Vishvasoni@gmail.com

**Subject:** Inquiry about the backend Course.

Dear Mam,

I am writing to inquire about the backend course. I am interested in the course I want to know some information.

I would grateful if you could provide me with some information regarding details of the course, fees structure, time line of course.

I hope you will get back with some information. Thank you for your time.

Best Regards,  
Drashti Kukadiya

## 5.Asking for a Raise in Salary

**To:** Kirtansoni@gmail.com

**Subject:** Request for Salary Review

Dear sir,

I hope this message finds you well. I am writing to formally request a review of my current salary.

Over the past 5 years, I have taken on additional responsibilities and consistently delivered results that align with our team's goals. Given my contributions and the value I bring to the organization, I believe it is appropriate to discuss an increase in my salary.

I would appreciate the opportunity to meet and discuss this matter further at your earliest convenience.

Thank you for considering my request.

Best Regards,  
Drashti Kukadiya