

Module 1: Effective Communication

1. Asking for a Raise in Salary

Form: topstudent2912@gmail.com

To: isparrow.acc@gmail.com

Subject: Request for Consideration of Salary Review

Dear Mehesh Sir,

I hope you are doing well. I would like to request a review of my current salary formally. Over the past 6 months, I have consistently met targets, taken on additional responsibilities, and contributed to several successful projects.

I believe my performance merits consideration for a raise, and I would appreciate the opportunity to discuss this with you further at a convenient time.

Thank you for your attention to this matter.

Sincerely,

Patel Drashti

Network Support

2. Email of Inquiry for Requesting Information

Form: topstudent2912@gmail.com

To: isparrow.acc@gmail.com

Subject: Request for Information Regarding Training Program Schedule

Dear Mehesh Sir,

I hope this message finds you well. I am writing to inquire about the upcoming schedule for the Advanced Communication Skills Training Program. I am particularly interested in the modules covering workplace communication and presentation skills.

Could you kindly share the dates, timings, and any registration requirements at your earliest convenience?

Thank you in advance for your assistance.

Warm regards,

Patel Drashti

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

Form: topstudent2912@gmail.com

To: isparrow.acc@gmail.com

Subject: Assistance Required with Client Data Integration Issue

Dear Mehesh Sir,

I am reaching out to inform you of a recurring issue we are facing with the integration of client data into our CRM system. Despite multiple attempts, some data sets are not syncing correctly, which could affect our reporting accuracy.

I have attempted basic troubleshooting and consulted with the IT team, but the issue persists. I would appreciate your guidance or the involvement of additional technical support to resolve this matter promptly.

Thank you for your support.

Best regards,

Patel Drashti

Network Support

4. Introduction Email to Client

Form: topstudent2912@gmail.com

To: dhruvpatel1512@gmail.com

Subject: Introduction Drashti Patel, Your New Point of Contact at ISparrow Services Private Limited

Dear Dhruv Patel,

I hope this message finds you well. My name is Drashti Patel, and I am pleased to introduce myself as your new point of contact at ISparrow Services Private Limited. I will be assisting you with all customer service-related matters, including account management, issue resolution, and general support.

Please feel free to reach out to me directly for any questions, feedback, or support you may need. I look forward to working with you and ensuring that your experience with our company remains smooth and productive.

Thank you for your continued partnership.

Best regards,

Patel Drashti

Network Support

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ISparrow Services Private Limited

5. Resignation Email

Form: topstudent2912@gmail.com

To: isparrow.acc@gmail.com

Subject: Formal Resignation Notice

Dear Mehesh Sir,

I hope this message finds you well. Please accept this email as formal notice of my resignation from my position as Network Support at ISparrow Services Private Limited, effective 13 March, my last Working Day.

I am grateful for the opportunities for professional and personal growth during my time with the organization. I will ensure a smooth handover of my responsibilities before my departure.

Thank you once again for your support and guidance.

Sincerely,

Patel Drashti