

Name: Hemanshi Ghoghari

Module 1 : Effective Communication

Q_1 Thank you Email

From: abc20@gmail.com

To: xyz20@gmail.com

Subject: Thank you email to my trainer

Dear ma'am,

I hope this message finds you well. I hearty want to say thank you so much to teach me lots of things in your soft skills session.

I am really glad to see you as my soft skill trainer. You taught me so many things, beginning with how to communicate with each other, second thing is how to crack any interviews, third and last is how to behave yourself in professional way. Furthermore, always keep little bit smile own face.

Once again, thank you for your guidance and support. I truly appreciate your efforts.

Yours Faithfully,

Hemanshi

Q_2 Letter of Apology

From: abc20@gmail.com

To: xyz20@gmail.com

Subject: Apology for arriving late to the meeting

Dear Aniket,

I hope you are doing well. I am writing to sincerely apologize for arriving late to the meeting earlier today. I fully understand that my lateness was disruptive.

I take full responsibility for not managing my time effectively, and I assure you that this will not be a recurring issue. I value your time and the productivity of our team, and I will make every effort to ensure that I am more punctual in the future.

Thank you for your understanding, and I truly appreciate your patience.

Best Regards,

Hemanshi

Q_3 Quotation Email

From: abc20@gmail.com

To: xyz20@gmail.com

Subject: Request for IT support services system

Dear Sir,

I hope this message finds you well. I am writing to inquire about IT support services for our company. We are seeking a provider who can assist with:

- Managing our company server maintenance
- Providing troubleshooting support for employee workstations
- Offering software updates and cybersecurity services

Could you please provide a quotation for these services, including details about any available support packages and your service terms? Thank you for your time. I look forward to your response.

Thank you,
Hemanshi

Q_4 Email of Inquiry for Requesting Information

From: abc20@gmail.com

To: xyz20@gmail.com

Subject: Follow-up on partnership inquiry

Dear Sir,

I hope you are doing well. I wanted to follow up on my previous email regarding a potential partnership between our companies. We are keen to explore collaboration opportunities in leveraging creative technology to enhance operational efficiency.

Could you please share any updates regarding:

- Available partnership opportunities and terms
- The process for initiating a collaboration
- Any past successful partnerships or case studies

I would appreciate your response at your earliest convenience. Please let me know if you need any additional information. Looking forward to your reply.

Yours Faithfully,

Hemanshi

Q_5 Introduction Email to Client

From: abc20@gmail.com

To: xyz20@gmail.com

Subject: Hemanshi ghoghari, excited to work with you

Dear Urvisha,

I hope this email finds you well! My name is Hemanshi Ghoghari, and I'm a BCA student at Veer Narmad South Gujarat University [UNSGU].

I'm reaching out because I'll be working with you on Event Management System Project as part of my Program requirements. I'm excited to collaborate with you and learn from your experiences! I'm passionate about coding and I'm looking forward to applying my skills and knowledge to this project

Please feel free to reply to this email or reach out to me directly if you have any questions or concerns.

Best Regards,

Hemanshi