

Module - 1

Effective Communication

❖ any 5 emails :

1. Thank you Email :- (Thanking a Loyal Customer)

From: monkclothingpvt@gmail.com

To: poojabhatt27@gmail.com

Subject : Thank you for being with monk's clothing .

Hello miss pooja ,

I just wanted to take a moment to say thank you for being such a loyal customer of monk's clothing. Your constant support truly means the world to us, today our brand is shining out just because of amazing customers like you.

Whether it's your first year or your fifth with us, your trust and loyalty haven't gone unnoticed, your trust and faith in us is the only thing we need to show our appreciation, here's a little something just for you;



We're always working to improve and bring you the best experience possible. If you ever have feedback, ideas, or just want to say hi—we're all ears.

Thanks again for being part of our journey. Here's to many more awesome moments ahead!

Warm regards,

Helly sadhu

(Manager of customer services)

Monk's Clothing
+91 12345 67890

2. Letter of Apology:- (Apology letter to professor)

From: hellysadhu03@gmail.com

To: ketuchodharytops@gmail.com

Subject: Sincere Apology for not attending the class

Respected ketu mam,

I hope this message finds you well. I am writing to sincerely apologize for missing your class due to some personal reason on 07-04-2025. I understand that this may have caused inconvenience, and I deeply regret any disruption or disappointment this may have caused.

I take full responsibility for my actions and understand the importance of meeting academic lectures. I value your class and the opportunity to learn under your guidance, and I assure you that I am taking the necessary steps to ensure this does not happen again.

Please let me know if there's anything I can do to make up for it and again i'm apologizing for my mistake.

Thank you for your time and understanding.

Sincerely,

Helly Sadhu

(student of softskills)

3. Reminder Email :- (Reminder email as HR to employee)

From: hrteamtops@gmail.com

To: shilpasadhu03@gmail.com

Subject: Friendly Reminder – [Action Needed] by [Due Date]

Hi mrs. Shilpa,

I hope you're doing well! I just wanted to send you a quick reminder regarding your submission of timesheet in particular time period . As of today, it's still pending, and we'd appreciate it if you could take care of it by due date [10/04/'25].

If you've already completed this and it hasn't reflected on our end yet, feel free to disregard this email. Otherwise, please let me know if you need any help or if there's anything blocking you from completing it—I'm happy to assist. Thanks so much for your attention to this. Really appreciate your cooperation!

Best regards,
Helly Sadhu
(HR Department) (Monk's Clothing)

4. Email of Inquiry for Requesting Information : (Information for Digital marketing in tops technologies)

From: hellysadhu03@gmail.com

To: topstacacademy@gmail.com

From: hellysadhu03@gmail.com

Subject : Inquiry About Digital Marketing Course Details

Dear TOPS Technologies Team,

I hope you're doing well.

I'm interested in enrolling in your Digital Marketing course and would like to request more information before proceeding. Could you please provide the following details?

- Course duration and schedule
- Mode of delivery (online/offline)
- Course fees and any available payment plans
- Certification provided upon completion
- Placement assistance, if offered

I'd appreciate it if you could also share the start date of the next available batch.

Looking forward to your response. Thank you for your time and assistance.

Best regards,
Helly Sadhu
+91 12345 67890
hellysadhu03@gamil.com

5. Introduction Email to Client:- (As a digital marketing Specialist)

From: hellysadhudm@gmail.com

To: hirentopstac@gmail.com

Subject: Your Digital Marketing Partner

Dear hiren ,

I hope this message finds you well.

My name is helly sadhu, and I'm a Digital Marketing Specialist at Monk's Digital. I'm excited to connect with you and support your business in growing its online presence and reaching the right audience through tailored digital marketing strategies.

With a strong background in SEO, social media marketing, Google Ads, email campaigns, and content strategy, I aim to drive measurable results aligned with your business goals.

I'd love to learn more about your current marketing efforts and discuss how we can collaborate to maximize your brand's impact in the digital space.

Please let me know a convenient time for a quick call or meeting.

Looking forward to working together!

Best regards,

Helly sadhu

Digital Marketing Specialist

Monk's Digital

+91 12345 67890, hellysadhu03@gmail.com