Module 1: Effective Communication

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

1) Thank You Email

Subject: Heartfelt Thanks for Your Support in HTML Learning

Dear Rajesh Sir

This is a note of sincere thanks for your consistent guidance and support throughout the HTML sessions. Your clear explanations and practical examples made learning both easy and enjoyable.

Your teaching has truly strengthened my foundation in HTML, and I'm grateful for the time and effort you invested.

Looking forward to learning more from you in the future.

Best regards,
Hetul Thakor
Student, Tops Technology

2) Email of Inquiry for Requesting Information

Subject: Request for Information Regarding HTML Training Schedule

Dear Rajesh Sir,

 I hope this message finds you well.
I am writing to inquire about the training schedule for the upcoming **HTML Workshop**. Kindly share the date, time, and venue details at your earliest convenience.

Thank you for your assistance.

Kind regards,
Hetul Thakor
IT Student

3)Email Asking for a Status Update

Subject: Request for Status Update on E-commerce Project

Dear Janvi,

I hope you're doing well.

I am writing to kindly request an update on the current status of the E-commerce Project. Please let me know if there are any developments or if further input is required from my side.

Looking forward to your response.

Best regards,
Hetul Thakor
Web Developer

4)Asking for a Raise in Salary

Subject: Request for Salary Review

Dear Harshad Sir,

I hope you are doing well.

      I am writing to formally request a review of my current salary, based on my consistent contributions to our **E-commerce development projects** and the responsibilities I have undertaken. Over time, I have gained hands-on experience, taken initiative in key tasks, and stayed committed to learning and delivering results.

I believe my performance reflects dedication and value to the team's progress. I would truly appreciate the opportunity to discuss this further at a time convenient to you.

Thank you very much for your time and consideration.

Sincerely,
Hetul Thakor
Web Developer

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

Subject: Request for Your Support Regarding an Issue in E-commerce Project

Dear Harshad Sir,

I hope you are doing well.

     I am currently facing some challenges in our **E-commerce project** that I have been unable to resolve despite my best efforts. This issue is impacting my progress, and I sincerely need your guidance and support to overcome it.

Your expertise and help would mean a lot to me, and I am confident that with your assistance, I can move forward effectively.

Thank you very much for your understanding and support.

Sincerely,
Hetul Thakor
Web Developer