

Module 1: Effective Communication

1. Thank You Email

From: abc@gmail.com

To: xyz@gmail.com

Subject: Thank you for your guidance and support

Dear mam,

I hope this message finds you well. I wanted to take a moment to sincerely thank you for your invaluable guidance in helping me develop my soft skills. Your patience, and support have truly made a difference in my learning journey.

Once again, thank you for your time, encouragement, and expertise. I am grateful for the opportunity to learn from you.

Best regards,
Isha patoliya

2. Email of Inquiry for Requesting Information

From: abc@gmail.com

To: xyz@gmail.com

Subject: Request to pending payment

Dear sir,

I hope you are doing well. I am reaching out to inquire about the status of a pending payment related to service. As of today, I have not yet received the payment, and I would appreciate any updates on its processing status.

Could you please confirm the expected payment date and let me know if any additional information or action is required from my side to facilitate the process?

I appreciate your prompt response and assistance in this matter. Thank you for your time.

Best regards,
Isha patoliya

3. Letter of Apology

From: abc@gmail.com

To: xyz@gmail.com

Subject: Apologies for missing Your wedding

Dear Kriti,

I'm truly sorry for missing your wedding. I was really looking forward to celebrating with you, but unfortunately, I didn't come because I had a meeting with the professor.

Even though I couldn't be there, I was thinking of you and sending my best wishes for a lifetime of love and happiness. I can't wait to see the pictures and hear all about your special day!

Let's meet soon I had love to celebrate with you in person. Wishing you and deep all the happiness in the world.

Your faithfully,
Isha patoliya

4. Reminder Email

From: abc@gmail.com

To: xyz@gmail.com

Subject: Reminder: upcoming deadline for project

Dear mam,

I hope you're doing well. this is a gentle reminder that the deadline for UI/UX project is an approaching on 1/3/2025. please ensure that all necessary work is completed by then.

If you have any questions or need any assistance, feel free to reach out. looking forward to your submission.

regards,
Isha patoliya

5. Email to Your Boss About a Problem

From: abc@gmail.com

To: xyz@gmail.com

Subject: Request or support in managing workload

Dear sir,

I wanted to reach out regarding my current workload, as I am finding it increasingly challenging to manage all my tasks effectively. While I am committed to maintaining high-quality work, the volume of assignments has become overwhelming.

Would it be possible to discuss potential solutions, such as tasks, adjusting deadlines, or delegating certain responsibilities? I appreciate your guidance and look forward to your suggestion.

Thank you,
Isha patoliya