

Module 1: Effective Communication

1.Thank You Email

From:jaykeraliya1611@gmail.com

To:abc@gmail.com

CC:jaykeraliya1611@gmail.com

Subject: Thank You Email

Kathryn T. thank you to talking with you in Bingo Blitz game, your communication skills was giving me confidence in talking with you in game.

at when I started bingo blitz game I am weak in English speaking after join Tara's team and then after I started talking in English and improving my English speaking and I am doing practicing of it.

I am little bit stuck when I am speak fast English but I am improve day by day.

2.Letter Of Apology

From:jaykeraliya1611@gmail.com

To:darshantrivedi@gmail.com

CC:jaykeraliya1611@gmail.com

Subject: Letter Of Apology

Respected Sir, Ma'am

I want 1 week leave as I have my exam on 22 November, so I am unable to attend soft skills lectures and I am rejoin my soft skills

classes from next Monday.

and I am practiced which lectures I am missed from my leave week.

Best regards

Jay Keraliya

3.Email Of Inquiry For Requesting Information

From:jaykeraliya1611@gmail.com

To:tcs@gmail.com

CC:jaykeraliya1611@gmail.com

subject: Email Of Inquiry For Requesting Information

Respected Sir, Ma'am

I am asking for frontend developer training and which is related to my training, so I want Brocedure or detail document for my training in your company.

I am talking with you in call for information about training but call is not successful.

so I am writing inquiry email for requesting information on my training in your company.

Best Regards,

Jay Keraliya

4.Reminder Email

from: jaykeraliya1611@gmail.com

To:xyz@gmail.com

CC:jaykeraliya1611@gmail.com

Subject: Reminder Email

Respected Sir/Ma'am

my assignment due is missed as I am on my leave of 1 week, so I am requesting you to remind me submit the due missed assignment with as fast as possible.

I am not able to do late as I am complete my assignment I am submit your due missed assignment.

Best regards,

Jay Keraliya

5.Email Asking For Status Update

To:jaykeraliya1611@gmail.com

From:elluminati@gmail.com

CC: jaykeraliya1611@gmail.com

Subject: Email Asking For Status Update

Respected Sir/Ma'am

I want to increase my salary as my mother health is not well as she is reach 50+age and she have breath problem.

so I have to take medicines for her breath problem for every month and in Ahmedabad the flat rent was expensive around 25,000, so I want 20 to 25% increment in my current salary.

I am writing this email for my salary increment status update in Ahmedabad.

Few months ago I am shifting Ahmedabad from Rajkot so as city change the lifestyle is changed and staying and thing expense is increased.

so I have to take big flat for me and my family for staying.

Best Regards,

Jay Keraliya