Module 1:Effective Communication

1. Thank you Email

From: [jayvirrathodsatun@gmain.com](mailto:jayvirrathodsatun@gmain.com)

To:harshitpatel11@gmail.com

Subject: FOR THANKING YOU TO PROMOTE ME

Dear sir ,

I am jayvir . I am very thankful to you for promoting me . I am very happy for this . I will make you proud on your decision . I truly respect your experience.

I look forward to grow company. and thanks for appreciating my work.

Warm regards ,

Jayvir

1. Letter of Apology

From:jayvirrathodsatun@gmail.com

To:harshitpatel11@gmail.com

Subject: TO APOLOGY FOR NOT ATTENDING MEETING

Dear sir,

I am jayvir from technical department . I am very sorry for not having there in meeting . I had to attend the family function so that I was not able to attend meeting . I will never do that again and I will inform you before from next time.

I will get all the information from other colleagues .

Kind regards,

Jayvir

1. Reminder Email

From:jayvirrathodsatun@gmail.com

To:maheshsharma@gmail.com

CC: tanmayraina@gmail.com

Subject: YOUR PROJECT SUBMITION IS PENDING

Dear Mahesh,

Kindly informing you that your project submission is due so submit project as soon as possible. Delay in submission would affect your progress report.

Please ensure you submit it within the extended timeline,as failure to do so will mark your project incomplete.

Best regards,

Jayvir

1. Email of Inquiry for Requesting Information

From:jayvirrathodsatun@gmail.com

To:topstechnologies@gmail.com

Subject: FOR REQUESTING INFORMATION

Dear sir,

I am jayvir . I am from patan . I am student of B.Sc.IT . I am looking for good institute for back-end course. So please give me information regarding my cource.

I heard about your institute from social media

Best regards,

Jayvir.

1. Introduction Email to Client

From:jayvirrathodsatun@gmail.com

To:ravinewspaper@gmail.com

Subject: INTRODUCTION OF OUR COMPANY

Dear sir,

I am jayvir form JAY TECHNOLOGIES . we makes apps and websites for our clients like you.

We have made website for Sandesh news and for many others. We work according our clients .we insures that our client is satisfied.

We will happy to work for you. If you need further information please feel free to contact me.

Best Regards ,

jayvir