

## Module 1: Effective Communication

### 1. Thank you Email.

**Subject:** Thank You for Your Help

Dear Sir/Madam,

I sincerely thank you both for your kind help and support. I truly appreciate the time and effort you took to assist me.

Your guidance means a lot to me, and I am very grateful for your generosity and encouragement.

Thank you once again.

Best regards,

[Jenil Thakkar]

[Contact Information]

### 2. Reminder Email.

**Subject:** Upcoming Payment Reminder – Invoice #[A1001]

Dear Sir/Madam,

I hope you're doing well. I'm writing to remind you that Invoice #[A1001], totalling [1500], is due on [5-8-2025].

You can view and pay the invoice here: [Payment Link or Instructions].

Please let me know if you have any questions regarding the invoice. We appreciate your prompt attention to this matter.

Best regards,

[Jenil Thakkar]

[Corporate role]

[Smart Solutions Pvt. Ltd.]

[jenilthakkar@smartsolutions.com]

### **3.Quotation Email.**

**Subject:** Quotation for Used Car – [Value Car Deals]

Dear [Jay Sompura],

Thank you for your interest in our available vehicles.

Please find below the quotation for the Toyota Fortuner currently available for sale:

#### Vehicle Information:

- Make & Model: Toyota Fortuner 2.7 G
- Year: 2019
- Condition: Used – Excellent
- Mileage: 54,000 km
- Color: Attitude Black
- Transmission: Automatic
- Fuel Type: Petrol
- Registration City: Ahmedabad
- Ownership: 1st owner
- Features: Push Start, Leather Seats, Touchscreen, Rear Camera, Alloy Wheels, etc.

#### Price Details:

- Asking Price: PKR 10,950,000
- Transfer Charges: PKR 15,000
- Total Price: PKR 10,965,000
- Payment Terms: Full payment via pays order or bank transfer

Terms:

- Vehicle can be inspected at our showroom at your convenience
- Payment to be made via pay order or online transfer
- Advance token required to hold the vehicle (PKR [e.g., 50,000])
- Test drive available upon request

If you're interested in proceeding, or would like to schedule a physical inspection or test drive, feel free to contact me directly. I'd be happy to assist you with further details.

Best regards,  
[Jenil Thakkar]  
Sales Executive  
[Value Car Deals]  
[9624082677]

#### **4. Email Asking for a Status Update.**

**Subject:** Follow-Up on Payment Status – Invoice #[A1001]

Dear Sir/Madam,

I hope you are doing well.

This is a polite follow-up regarding Invoice #[A1001], which was due on [July 15, 2025]. We would appreciate it if you could confirm the payment status at your earliest convenience.

Please let us know if there are any issues or if further information is required from our side.

Kind regards,  
[Jenil Thakkar]  
SmartWheels Pvt. Ltd.  
+91-97234-45877

## **5.Email of Inquiry for Requesting Information.**

**Subject:** Business Partnership Inquiry

Dear Sir/Madam,

I represent SmartWheels Pvt. Ltd., a growing car sales and rental business in Ahmedabad. We are interested in exploring a possible reseller/partnership opportunity with your company.

Please share your partnership program details, terms, and how we can initiate the process.

We look forward to a potential collaboration.

Best regards,

Jenil Thakkar

Managing Director