

# **Module-1:Effective Communication**

## **01-THANK YOU EMAIL**

**To:**ishu234@gmail.com

**Subject:** Thank You!

**Introduction:** Dear Jha Kajal

I hope this message finds you well. I wanted to take a moment to sincerely thank you for [mention what you are thanking them for, e.g., their time, assistance, meeting, opportunity. I truly appreciate your specific aspect, support, insight, generosity. And it means a lot to me.

Looking forward to mention any follow-up or future collaboration if applicable.

**Conclusion:** Thank you again, and I hope to stay in touch.

**Best regards,**  
Jha Kaja

## **02-LETTER OF APOLOGY**

**To:** milan234@gmail.com

**Subject:** Letter of Apology

**Name:** Jha kajal

**Address:** Nana Chiloda

**City:** Ahmedabad

**Mo.** 7226893690

**Date:** 1 December, 2024

**Name:** Jha Raj

**Company Name:** ODD EVEN

**City:** Ahmedabad

**Dear:** Jha Raj,

I am writing to sincerely apologize for describe the situation or mistake you are apologizing for. I realize that my actions (or inactions) have caused describe the impact, e.g., inconvenience, frustration, confusion, etc. and for this, I deeply regret my behavior.

Please know that this was not my intention, and I take full responsibility for mention what went wrong. I understand how this has affected you, and I want to assure you that I am taking steps to ensure this does not happen again in the future. If applicable, mention specific actions you're taking to rectify the situation. Once again, I am truly sorry for the trouble caused, and I hope you can forgive me. If there is anything I can do to make amends, please do not hesitate to let me know.

**Conclusion:** Thank you for your understanding.

**Sincerely,**

Jha kajal

## **03-RESIGNATION EMAIL**

**To:** kajal234@gmail.com

**Subject:** Resignation Email

**Dear:** Nitin Shailar

I hope this email finds you well. I am writing to inform you that, effective last working day, two weeks from today, I will be resigning from my position as your position at **ODD EVEN**. It has been a pleasure working with you and your team, and I truly appreciate the trust and collaboration we have shared.

I want to assure you that I will do everything I can during the transition period to ensure a smooth handover of responsibilities. If applicable, mention a colleague or successor who will be taking over the client relationship, or offer assistance in finding a replacement. Please feel free to reach out to me should you have any questions or need support during this time.

I am grateful for the opportunity to work with you and your organization, and I hope we can stay in touch in the future.

**Conclusion:** Thank you again for your partnership, and I wish you and your team continued success.

**Best regards,**

Jha kajal

## **04-EMAIL ASKING FOR A STATUS UPDATE**

**To:** milan2345@gmail.com

**Subject:** Email Asking For a Status Update

**Dear: sir,**

I hope you're doing well. I'm writing to kindly request an update on the status of “**Beauty Parlour**” the proposal for the to increase customer or "the status of the report". As we are approaching a specific deadline or milestone, if applicable, I would appreciate any insights you can provide regarding its current progress.

If there are any challenges or if additional information is needed from my side to move things forward, please feel free to let me know. I'm happy to assist in any way necessary.

**Conclusion:** Looking forward to your response, and thank you for your attention to this matter.

**Best regards,**

Jha kajal

## **05-QUOTATION EMAIL**

**To:nitinshailar123@gmail.com**

**Subject:** Quotation for shiv security

**Dear:** Mr Sir,

I hope this email finds you well. Thank you for your inquiry regarding guard service supervisor and bouncer Please find below the details of the quotation:

### **[Service Name]**

- Description: bouncer, guard
- Quantity: 100
- Unit Price: 10k
- Total Price:1000k

If you have any further questions or need adjustments to the quotation, please don't hesitate to reach out. I'd be happy to assist you with any clarifications or updates.

**Conclusion:** Thank you for considering our services and I look forward to the possibility of working together.

**Best Regards,**

Jha Kajal

Company Name: shiv security

Contact No:7226893690