**Module 1: Effective Communication**

**1. Thank You Email**

Subject: Thank You for Your Support During Project Orion

Dear Mr. Sharma,

I hope you are doing well.

I am writing to express my sincere gratitude for your valuable support during the final phase of Project Orion at TechNova Solutions Pvt. Ltd. Your timely inputs and collaborative approach played a vital role in the successful delivery of the project.

Your technical expertise and problem-solving attitude truly stood out, and I appreciate your commitment to excellence. I look forward to working with you on future projects.

Warm regards,  
Anjali Menon  
Project Coordinator  
BrightEdge Technologies Pvt. Ltd.

**2. Letter of Apology**

Subject: Apology for Delay in Delivery of Monthly Sales Report

Dear Ms. Kapoor,

I would like to extend my sincere apologies for the delay in submitting the Monthly Sales Report for April 2025. The report was due on May 3rd, but due to an unexpected system failure, we were unable to complete it on time.

The issue has now been resolved, and the report was submitted today, May 5th. I completely understand the inconvenience this may have caused and assure you that we have implemented a more reliable backup and alert system to prevent such incidents in the future.

Thank you for your patience and understanding.

Best regards,  
Rahul Desai  
Sales Analyst  
BluePeak Retail Ltd.

**3. Reminder Email**

Subject: Reminder: Submission of Quarterly Financial Report by May 20

Dear Mr. Suresh,

I hope this email finds you well.

This is a gentle reminder regarding the submission of the Quarterly Financial Report (Q1 FY2025) for VisionCore Pvt. Ltd. The deadline for submission is May 20, 2025.

Kindly ensure that the finalized report is shared with the Finance Review Team before the deadline to facilitate timely audit preparations. If you have already completed the submission, please consider this a courtesy reminder.

Should you require any clarification or assistance, feel free to reach out.

Thank you for your attention to this matter.

Best regards,  
Meena Iyer  
Senior Finance Manager  
VisionCore Pvt. Ltd.

**4. Quotation Email**

Subject: Quotation for Custom Mobile App Development – Phoenix Enterprises

Dear Mr. Rajan,

Thank you for considering WebSpire Solutions for your upcoming mobile app development project.

Based on your requirements shared during our meeting on May 15, 2025, please find attached the detailed quotation for a custom Android and iOS mobile application for Phoenix Enterprises. The total project estimate is ₹6,50,000 with a timeline of 12 weeks.

Key features include:

* User authentication and profiles
* Product listing and cart
* Integrated payment gateway
* Admin dashboard

Please note, the quotation is valid for 30 days. We would be happy to discuss any modifications or answer any questions you may have.

Looking forward to your confirmation.

Best regards,  
Deepak Nair  
Business Development Manager  
WebSpire Solutions

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

Subject: Request for Course Details – Automation Testing Training

Dear Ms. Priya Verma,

I hope you are well.

I am writing to inquire about the Automation Testing training programs offered by your institute, SkillPath Academy. I am particularly interested in learning Selenium with Java and would appreciate if you could provide the following details:

* Course syllabus and duration
* Fee structure
* Upcoming batch schedule
* Certification and placement support

I am a graduate from a non-IT background and currently working towards becoming a software tester. Your guidance will help me choose the right course path.

Thank you in advance. I look forward to your response.

Best regards,  
Harini Ramesh