**Module 1: Effective Communication**

**1. Thank You Email**

**Subject:** Thank You for Your Support and Guidance

Dear Ma’am,

I hope this message finds you well. I wanted to express my sincere gratitude for your guidance and support during project. Your insights and encouragement greatly contributed to the success of our work.

I truly appreciate the time and effort you invested in helping me achieve my goals. I look forward to continuing to learn from your experience and working with you in the future.

Warm regards,  
**Dharmi Kathiriya**

**2. Letter of Apology**

**Subject:** Apology for the Delay in Submitting the Report

Dear Sir,

I would like to sincerely apologize for the delay in submitting the assignment. The delay was due to unforeseen technical issues, and I take full responsibility for any inconvenience this may have caused.

Please be assured that I have taken the necessary steps to prevent this from happening again. I value your understanding and patience in this matter.

Thank you for your consideration.

Sincerely,  
**Dharmi Kathiriya**

**3. Reminder Email**

**Subject:** Gentle Reminder: Submission of Project Report

Dear Rinkal Ma’am,

I hope you are doing well. This is a gentle reminder regarding the submission of the assignment, which is due on two days. Kindly ensure that the document is submitted before the deadline to avoid any delays in the evaluation process.

Please let me know if you require any assistance or additional information.

Thank you for your attention.

Best regards,  
**Dharmi Kathiriya**

**4. Quotation Email**

**Subject:** Request for Quotation – Office Stationery Supplies

Respected Sir,

I hope this message finds you well. We are interested in obtaining a quotation for office stationery supplies, including pens, notepads, A4 paper, and printer cartridges.

Kindly provide a detailed quotation that includes prices, delivery timelines, and payment terms. Please send the quotation by 10 oct’25 so that we can proceed with the procurement process accordingly.

Thank you for your prompt attention to this request.

Sincerely,  
**Dharmi Kathiriya**

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

**Subject:** Inquiry Regarding Upcoming Training Program

Dear Rahul sir,

I hope this message finds you well. I am writing to inquire about the upcoming Placement scheduled for 2 month. Could you please provide details regarding the registration process, duration, and eligibility criteria?

Your guidance will help me prepare and plan my participation accordingly. I appreciate your time and assistance in this matter.

Thank you and regards,  
**Dharmi Kathiriya**