

Module 1: Effective Communication

1.) Letter of Apology

Good Morning Mam,

I hope you're having a good day, My name is Krisha Patel and I am pursuing M.C.A Today, I am writing this email to inform you that I will not able to attend any of your lectures during next week as I am planning to meet family In Junagadh for a week. So its my humble request to you to accept my leaves and grant me permission.

Thank you for your consideration.

Warm regards,

Krisha atel

2.) Thank You

Good Morning Mam,

I hope you're having a good day, My name is Krisha Patel and I am pursuing M.C.A .

I wanted to extend my heartfelt thanks for taking the time to discuss on my java script query. I truly appreciate the insights and advice you shared, which have given me a clearer perspective on that topic.

Your expertise and guidance are invaluable, and I'm excited to apply what I've learned. Please don't hesitate to let me know if there's anything I can do to assist you in return.

Looking forward to staying in touch!

Thank you once again for your kindness and support. I look forward to continuing my progress under your guidance.

Warm regards,
Krisha Patel

3.) Reminder Email

Good Morning Shrey,

I hope you're doing well. This is a friendly reminder that the payment for [Invoice Number], which was due on 21 march is still pending. Please find the details below for your reference:

- **Amount Due:** 25,000\$
- **Due Date:** 21/03/2025

If you've already made the payment, please disregard this email. Otherwise, I'd appreciate it if you could process the payment at your earliest convenience. Let me know if you need any assistance or have questions regarding the invoice.

Warm regards,
Krisha Patel

4.) Asking for a raise in salary

Dear Vivek sir,

I hope you are doing well. I am writing to formally request for a raise in my current salary. Over the course of my time at abc Solutions, I have consistently performed well and contribute positively to the team's success.

Given my contributions and the value I bring to the team, I believe a salary adjustment to 50% would be appropriate and reflective of my current role and responsibilities.

I truly enjoy working and am excited about the opportunity to continue contributing to the company's success. I would appreciate the chance to discuss this further at your earliest convenience.

Thank you for your time and consideration. I look forward to your feedback.

Warm regards,

Krishna Patel

Sr. Software Engineer

5.) Quotation Email

Dear Diya,

I hope this email finds you well. Thank you for your interest in classic furniture and for considering us for chairs. As requested, I'm pleased to provide a detailed quotation for your review.

Quotation Details:

- **Product/Service:** chairs
- **Quantity:** 20
- **Price:** 1,00,00
- **Delivery Timeline:** 21/03/2025

Please find the attached quotation document for your reference. If you have any questions or require further details, feel free to reach out. We'd be happy to assist you.

We look forward to the opportunity to work with you and are confident that our chairs will meet your given standards. Let us know if you'd like to proceed or discuss further.

Thank you for considering classic furniture.

Best regards,
Krisha Patel