

Module 1: Effective Communication

Task: Write professional emails based on any 5 of the following scenarios. Ensure clarity, conciseness, and a formal tone

(1) Introduction Email to Client

Subject: Introduction and Overview of Our Services

Dear Dhairya Thakkar,

I hope this message finds you well.

My name is Maitry Vasani, and I am Marketing Analyst at Thread Thrill Pvt Ltd. I am reaching out to introduce myself and to express our excitement about the opportunity to collaborate with you. At Thread Thrill, we specialize in creating and executing online marketing strategies across various digital channels like social media, search engines, email, and websites, and we are confident that our solutions can help you achieve your business goals.

Please feel free to contact me directly if you have any questions or need further information. I look forward to working together and building a successful partnership.

Thank you for your time and consideration.

Best regards,
Maitry Vasani
Marketing Analyst
Thread Thrill Pvt Ltd
threadthrill@gmail.com

(2) Email Asking for a Status Update

Subject: Request for Status Update

Dear Dhairya,

I hope you are doing well.

I am writing to kindly request an update on the status of Competitive Analysis. We would appreciate any information regarding its progress and any next steps, if applicable.

If there are any challenges or delays, please let me know how we can assist in moving things forward.

Thank you for your attention to this matter. I look forward to your response.

Best regards,
Maitry Vasani
Marketing Analyst
Thread Thrill Pvt. Ltd
threadthrill@gmail.com

(3) Email to Your Boss about a Problem (Requesting Help)

Subject: Request for Assistance with [Brief Description of the Problem]

Dear Rushi sir,

I hope you're doing well.

I am reaching out to bring to your attention an issue that I am currently facing with struggling to differentiate your unique selling points from competitors. Despite my best efforts to resolve it, I have encountered some challenges and I believe your guidance or assistance would be invaluable in helping to find a solution.

Could we schedule some time to discuss this further, or would you be able to provide some direction on how to proceed? Your support would be greatly appreciated.

Thank you for your time and consideration.

Best regards,
Maitry Vasani
Marketing Analyst

(4) Quotation Email

Subject: Request for Quotation

Dear Krisha,

I hope this email finds you well.

I am writing to request a quotation for IT support service. We are looking for Hardware and software troubleshooting, application installation, user account management, and would appreciate it if you could provide the pricing details, including any terms and conditions.

Please let me know if you require any additional information to prepare the quotation. I look forward to receiving your response at your earliest convenience.

Thank you for your time and attention.

Best regards,
Maitry Vasani
Team HR
Thread Thrill Pvt. Ltd
threadthrill@gmail.com

(5) Asking for a Raise in Salary

Subject: Request for Salary Review

Dear Smit Thakkar,

I hope you're doing well.

I am writing to formally request a review of my current salary. Having been with Thread Thrill for 2 Years, I have consistently worked to contribute positively to the team's success.

Given my continued growth in the role and the increasing responsibilities I have taken on, I believe it is a suitable time to discuss an adjustment to my compensation. I would appreciate the opportunity to meet with you to further discuss my performance and the potential for a salary increase.

Thank you for considering my request. I look forward to your feedback and to discussing this matter further.

Best regards,
Maitry Vasani
Marketing Analyst