

## **MODULE – I ASSIGNMENT**

### **1) Email Asking for a Status Update**

Subject: Request for Status Update on Pending Task

Dear Riya Ma'am,

I hope you are doing well.

I am writing to kindly request an update regarding the status of the Bank Management Project. As the deadline is approaching, I wanted to check if there are any updates or additional information required from my side.

Please let me know the current progress when convenient.

Thank you for your time and support.

Best regards,

Mansi Bhagwat

### **2) Email Asking for a Raise in Salary**

Subject: Request for Salary Review

Dear Bhumi Ma'am,

I hope you are doing well.

I would like to request a meeting to discuss a possible review of my salary. Over the past 3 years, I have taken on additional responsibilities and consistently worked towards achieving our team's goals.

I would be grateful for the opportunity to discuss my performance and the possibility of a salary revision at your convenience.

Thank you for your consideration.

Sincerely,  
Mansi Bhagwat

### **3) Resignation Email**

Subject: Resignation Notice

Dear Bhumi Ma'am,

Please accept this email as formal notice of my resignation from my position at TOPS technologies, effective from 9<sup>th</sup> February, 2026.

I am grateful for the opportunities, learning experiences, and support I received during my time here. It has been a valuable journey.

I will ensure a smooth handover of my responsibilities during the notice period.

Thank you once again.

Sincerely,  
Mansi Bhagwat

### **4) Introduction Email to Client**

Subject: Introduction and Collaboration Opportunity

Dear Saxy Patel,

I hope you are doing well.

My name is Mansi Bhagwat, and I am Business Lead at 'Jashom Technologies'. I am reaching out to introduce myself and explore opportunities for collaboration between our teams.

Please let me know a convenient time for a brief discussion. I look forward to working together.

Warm regards,  
Mansi Bhagwat

## **5) Email of Inquiry for Requesting Information**

Subject: Inquiry Regarding Information Request

Dear Muskan Ma'am,

I hope you are doing well.

I am writing to inquire about internships opportunities available in your organizations for students pursuing Information Technology. I would be grateful if you could provide the information regarding the eligibility criteria, application process, required documents and the last day to applications.

This information will help me with prepare my application accordingly. Please let me know if any further details are required from my side.

Thank you for your time and assistance. I look forward to your response.

Best regards,  
Mansi Bhagwat