

Module 1: Effective Communication

1. Thank you Email

Subject: Thank You for the Great Conversation

Hi Rahul,

This is Kirtan Patel from Tech Solutions; I wanted to sincerely thank you for taking the time to speak with me yesterday. Your insights on AI integration in education were incredibly helpful and inspiring.

I truly appreciate your support and generosity in sharing your knowledge. I'm looking forward to staying in touch and hopefully collaborating in the future.

If you're open to it, I'd love to connect again sometime soon.

Best,

Kirtan Patel

Project Coordinator, Tech Solutions

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2. Reminder Email

Subject: Friendly Reminder: Pending Document Submission

Hi Ankit,

This is Kirtan Patel from Crestline Technologies; just checking in regarding the onboarding documents we requested last week for your internship process.

We're excited to have you join the team, and completing the paperwork is the final step before we move forward.

If you've already sent it, please ignore this message. If not, I'd love to get it wrapped up by this Friday.

Best,

Riya Mehta

HR Executive, Crestline Technologies

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3. Quotation Email

Subject: Request for Quotation – Office Laptops

Hi Mr. Jain,

This is Kirtan Patel from Skyline Infosystems; I'm reaching out to request a quotation for 10 Dell Latitude laptops (i5, 16GB RAM, 512GB SSD) for our new office setup.

Please share the pricing details, warranty period, and delivery timeline at your earliest convenience.

If you need any further specifications, I'd be happy to provide them.

Best,

Kirtan Patel

Procurement Officer, Skyline Infosystems

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4. Asking for a Raise in Salary

Subject: Request for Salary Revision

Hi Mr. Verma,

This is Kirtan Patel from the Development Team; I wanted to take a moment to express my gratitude for the opportunities and support I've received over the past year.

Over the last [15] months, I've consistently taken on additional responsibilities, met key deadlines, and contributed to the success of projects like [weather app, Personal Finance Tracker, Music Player]. Based on my performance and contributions, I'd like to kindly request a discussion regarding a possible revision of my current salary.

If you're open to it, I'd love to schedule a short meeting at your convenience.

Best,

Kirtan Patel

Python Developer, Skyline Infosystems

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5. Email to Your Boss About a Problem

Subject: Request for Support on API Integration Issue

Hi Mr. Verma,

This is Kirtan Patel from the Development Team; I wanted to bring a challenge to your attention and kindly ask for your guidance.

While working on the client dashboard project, I've encountered a recurring issue with the API integration for the payment module. Specifically, the third-party API is not returning consistent responses, which is affecting the transaction confirmation process.

I've already reviewed the API documentation, checked the request formats, and even ran multiple tests using different environments, but the issue remains unresolved.

Your input on how to approach this — or if we should coordinate directly with the API provider — would be really helpful. If possible, I'd appreciate a few minutes to discuss this further today or tomorrow.

Best,

Kirtan Patel

Python Developer, Skyline Infosystems

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