**Module 1: Effective Communication**

1. Reminder Email

**Subject:** Friendly Reminder: [Subject of the Reminder]

Dear [Recipient's Name]

I hope you're doing well.

I wanted to follow up on my previous email regarding [the subject or task]. I understand that things can get busy, but I just wanted to kindly remind you about [the specific action needed, e.g., submitting the report, confirming the meeting time, etc.].

If you have any questions or need further information, please don’t hesitate to reach out. I appreciate your attention to this matter and look forward to hearing from you soon.

Thank you for your time and consideration.

Best regards,  
[Rajesh ]