

## **Module 1: Effective Communication**

### **1. Thank You Email**

**Subject:** Thank You for the Opportunity

Dear Sir,

Thank you for giving me the chance to work on the project. I learned many new things and really enjoyed it. I am happy to be part of the team.

Thanks again for your support.

Best regards,

**Parth Parmar**

### **2. Apology Email**

**Subject:** Sorry for the Delay

Dear Ma'am,

I am sorry I did not send the report on time. There was a technical problem with my computer. I will be careful in the future.

Thank you for understanding.

Sincerely,

**Parth Parmar**

### **3. Email of Inquiry for Requesting Information**

**Subject:** Request for Product Details

Dear Sir/Madam,

I want to know more about your new packaging products. Can you please send me the price list and product details?

Thank you. I am waiting for your reply.

Regards,

**Parth Parmar**

#### **4. Email Asking for a Status Update**

**Subject:** Need Update on My Order

Dear Sir,

I placed an order last week (Order #78945). Can you please tell me the current status and when it will be delivered?

Thank you for your help.

Regards,

**Parth Parmar**

#### **8. Email to Your Boss About a Problem (Requesting Help)**

**Subject:** Need Help with Login Issue

Dear Sir,

I am not able to log in to the HR system today. I have told the IT team, but the issue is still not fixed.

Please help me with this problem. Thank you.

Best regards,

**Parth Parmar**