Module 1: Effective Communication

**1. Thank You Email**

**Subject:** Thank You for Your Support

Dear siya,  
I hope this message finds you well. I would like to express my sincere gratitude for your support and guidance during my internship. Your assistance played a crucial role in the successful completion of the project, and I truly appreciate your time and efforts.  
Looking forward to working with you again in the future.  
Warm regards,  
**Piya shah**

**📧 2. Letter of Apology**

**Subject:** Apology for the Delay in Response

Dear Ma’am,  
I sincerely apologize for the delay in responding to your email. I understand the importance of timely communication and regret any inconvenience caused.  
Moving forward, I will ensure all responses are handled more promptly. Thank you for your patience and understanding.  
Best regards,  
**Piya shah**

**3. Reminder Email**

**Subject:** Friendly Reminder: [Food stall event]

Dear ,  
I hope you're doing well. This is a kind reminder regarding the food stalls event, which is scheduled for Saturday this week. Please let me know if you require any additional information or assistance ahead of time.  
Looking forward to your confirmation.  
Best regards,  
**Piya shah**

**4. Email of Inquiry for Requesting Information**

**Subject:** Request for Information Regarding Admission

Dear Ma’am,  
I hope this email finds you well. I am writing to request additional information regarding admission in mca. Specifically, I would like to know more about the fee structure and the time duration.  
Your input would be greatly appreciated and will help us proceed more efficiently.  
Thank you in advance.  
Sincerely,  
**Aditya patel**

**5. Email Asking for a Status Update**

**Subject:** Request for Status Update on Project

Dear development team,  
I hope you're doing well. I wanted to follow up on the current status of out ongoing project, as we approach the next milestone. Could you please share an update when convenient?  
Your insights will help us align our next steps effectively.  
Best regards,  
**Meena patel**

**Team leader**

Aptitude Test

