

Module 1 : Effective Communication

Task: Write professional emails based on any 5 of the following scenarios. Ensure clarity, conciseness, and a formal tone.

1. Thank you Email

Subject: Thank You for Your Support

Hello!!

Dear Mr. Sunil Sir,

Good morning,

I trust this message finds you in good health.

I would like to take this opportunity to express my sincere gratitude for your invaluable guidance and support in the field of graphic design, which has significantly enhanced my skills.

I am genuinely thankful for the time and effort you have invested in my development.

Your expertise and readiness to assist have been of immense value to me.

I have gained substantial knowledge under your mentorship and am grateful for your patience and encouragement throughout this process. Your contributions have truly made a significant impact.

Once again, I express my gratitude for all your assistance.

I eagerly anticipate the possibility of learning from you in the future. Should you ever require my assistance, please do not hesitate to reach out.

Best regards,
Rashmi Ladani

2. Letter of Apology

Subject: Letter of Apologies

Hello!!

Dear Mr. Sunil Roy,

Good morning,

I want to express my sincere apologies for my absence from recent team meetings.

I recognise that this may have adversely affected the project and I take full responsibility for my actions.

Upon reflection, I understand how my indifference impacted our project's success and nearly caused us to miss our production deadline.

I have communicated with all the other team members and personally apologise for any additional work they had to take on due to my absence.

Moving forward, I genuinely regret my actions and assure you that I will amend my behaviour in the future.

I understand that my recent conduct falls short of company standards and I am fully prepared to face any professional consequences.

Thank you for taking the time to read my apology letter.

Please accept my commitment that I will strive to meet your high expectations from now on.

Sincerely,
Rashmi Ladani

3. Email of Inquiry for Requesting Information

Subject: Request for Fall 2025 Comfort Flats Catalog Preview

Hi!!

Dear sir,

Good Morning,

I hope you're doing well.

My name is Sagar Patel, and i am the lead purchaser for Puma Shoe Company.

I am interested in your “Comfort Flats” line of footwear and would love to review your upcoming collection.

Could you please email me the Fall 2025 catalog preview for your Comfort Flats line?

I am currently in the process of selecting styles for the upcoming season and am looking to expand our store’s offering with high quality flats.

As I plan to finalize selections and place orders by the end of the month, I would greatly appreciate receiving the catalog by the end of this week.

Thank you in advance for your assistance.

I will be in touch later this month should i decide to include any of your products in our collection.

Please let me know if you need any further details from my side.

Sincerely,
Sagar Patel

4. Quotation Email

Subject: Quotation Request Response

Hello!!

Mr. Manish Vyas,

Good Morning!

I hope this message finds you well.

Warm greetings from KEC Bearings Pvt. Ltd.

Thanks for your inquiry, we will respond soon.

We received your email on Mar 29, 2025, 11:43 AM IST, in which you shared the ball bearings product which has been mentioned below.

1. 6203-2RS/C4 - 2,30,300 Pcs.

We have attached a PDF with our most competitive pricing for the bearings for your review.

Just a quick note to let you know that there will be extra freight charges based on the actual amount when it gets delivered.

Kindly review our offer as soon as possible and let us know once you have confirmed the product drawing, quality, precision class, and final target price.

We would greatly appreciate it if you could acknowledge receipt of this email at your earliest convenience.

Your prompt response would be highly valued!

If you have any questions or need further assistance, please do not hesitate to let me know.

Best regards,
Rashmi Ladani

5. Resignation Email

Subject: Resignation Notice

Hello!!

Dear HR Manager,

Good morning,

I hope this message finds you well.

Please accept this email as formal notification of my resignation from my position as Executive Graphic Designer at Universal Studio, effective 31st April, 2025.

I want to express my gratitude for the opportunity to work in this role over the past two years. I have learned a great deal during my time here and have genuinely enjoyed collaborating with my colleagues.

I will carry forward much of what I have learned throughout my career, and I will always regard my time here as a valuable period in my professional life.

In the next four weeks, I will do my best to ensure a smooth transition and support my colleagues or their replacements in any way possible. Please let me know if there is anything else i can do to assist with this process.

Thank you once again for everything. I wish you and the company continued success.

Sincerely,
Rashmi Ladani