Module 1: Effective Communication

1. Thank you Email

To: [shrutidikshit3373@gmail.com](mailto:shrutidikshit3373@gmail.com)

Subject: Appreciation for Your Support

Dear Shruti Dikshit,

I wanted to say thank you for all your help & support, your advice has been very helpful & I am very thankful to you for investing your precious time on me I appreciate the time you have spent on me.

Your help & support means a lot, I am very grateful for the help & support you have provided to me on my career, thank you so much for having my back at my worst.

I am very grateful that I have a friend like you at my work place.

Thank you again for everything,

Best regards,

RIYA

1. Letter of Apology

To: [dharmi0025@gamil.com](mailto:dharmi0025@gamil.com)

Subject: Sorry for the Inconvenience

Dear Mam,

I am writing to offer my sincerest apologies for the inconvenience caused by some issue. We understand the impact this had on your project and want to assure you that we are taking immediate action to rectify the situation.

Please accept our apologies for any frustration or disruption this may have caused. If there is anything we can do to make it right, please do not hesitate to contact us.

Sincerely,

RIYA

1. Reminder Email

To: [Shital@gmail.com](mailto:Shital@gmail.com)

Subject: Reminder: Event

Dear Shital,

I hope this email finds you well. I wanted to send a friendly reminder about Christmas event. that is scheduled for 25th-dec. As per our previous discussion, please ensure that action is completed by 25th.

If you have any questions or concerns, please do not hesitate to reach out to me.

Best regards,

RIYA

1. Email of Inquiry for Requesting Information

To:

Subject: Request for Information on E-commerce website

Dear Vijay Patel,

I hope this email finds you well. I am reaching out to request some information on create website. We are currently working on basic e-commerce website with features like product listing, shopping cart, and checkout. and believe that your expertise in this area would be invaluable.

Could you please provide us with some information on website features? We would greatly appreciate any insights or guidance you can offer.

Thank you for your time and consideration.

Best regards,

RIYA

5. Introduction Email to Client

To: [akhilpatel@gmail.com](mailto:akhilpatel@gmail.com)

Subject: Introduction and Welcome

Dear Akhil Patel,

I am writing to introduce myself as your manager at Gujarat infotech limited. We are thrilled to have you on board and look forward to working with you.

Please do not hesitate to contact me if you have any questions or concerns.

Thank you for choosing Gujarat infotech limited.

Best regards,

Riya