

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 and Guidance

Dear Mr. Sharma,

I hope this message finds you well. I am writing to express my sincere gratitude for your continuous support and valuable guidance throughout the recent project.

Your insights greatly contributed to the successful completion of the assignment, and I truly appreciate the time and effort you dedicated to mentoring me.

Thank you once again for your encouragement and leadership. I look forward to learning more under your supervision.

Warm regards,
Ronit Soni

2. Letter of Apology

Subject: Apology for the Delay in Submission

Dear Ms. Kapoor,

I sincerely apologize for the delay in submitting the monthly report, which was due on July 15. The delay was due to unforeseen technical issues that disrupted my workflow.

I understand the importance of timely submissions and the inconvenience this may have caused. I have taken the necessary steps to ensure it does not recur. The report has now been submitted and is available for your review.

Thank you for your understanding and patience.

Kind regards,

Ronit Soni

3. Reminder Email

Subject: Gentle Reminder: Submission of Signed Agreement

Dear Mr. Verma,

I hope you're doing well. This is a polite reminder regarding the signed copy of the service agreement that was sent to you on July 17.

We kindly request you to return the signed document by July 26 to avoid any delays in initiating the project. Please let us know if you need any clarifications before proceeding.

Looking forward to your response.

Best regards,

Ronit Soni

4. Quotation Email

Subject: Quotation for IT Support Services

Dear Ms. Raina,

Thank you for your inquiry regarding our IT support services. Please find attached the detailed quotation as requested:

- **Service Plan:** Premium Support
- **Monthly Fee:** ₹12,000
- **Scope:** 24/7 remote assistance, on-site visits, and system monitoring
- **Contract Duration:** 1 year

This quotation is valid for 15 days from the date of this email. Should you have any questions or require modifications, please feel free to reach out.

Looking forward to the opportunity to work together.

Sincerely,

Ronit Soni

5. Email Asking for a Status Update

Subject: Request for Status Update on Project Submission

Dear Mr. D'Souza,

I hope you are doing well. I am writing to kindly request an update on the status of the Q2 Marketing Report, which was scheduled for completion by July 22.

Your timely feedback will help us proceed with the next phase of planning. Please let me know if there are any challenges or if assistance is needed.

Looking forward to your response.

Best regards,

Ronit Soni