

## **Module 1: Effective Communication**

### **Emails Writing**

#### **Topic 1 – Letter of Apology**

To : ketuchaudhary@gmail.com  
From : [chhunchhasakshi@gmail.com](mailto:chhunchhasakshi@gmail.com)  
Subject : Apologizing for my mistake

Respected Ma'am,

I hope this message finds you well. I would like to sincerely apologize for not completing the task by the given deadline.

Due to some health issues, I was unable to complete the task on time. I understand the importance of completing a task before the deadline. For that , I take full responsibility for delay and truly regret.

I am now feeling better and have started working on the task. I will ensure it is completed and submitted by July 29, 2025.

Thank you for your understanding.

Sincerely,

Sakshi Chhunchha

## Topic 2 – Email of Inquiry for Requesting Information

To : ketuchaudhary@gmail.com

From : [chhunchhasakshi@gmail.com](mailto:chhunchhasakshi@gmail.com)

Subject : Inquiry for Requesting Information Regarding Internship

Respected Ma'am,

I hope this message finds you well. I would like to inquire about available internship opportunities in your organization.

As a final-year student of Digital Marketing, I am looking for a platform where I can apply my skills and gain practical experience in a professional environment . I would be grateful if you could share details regarding the application process, eligibility criteria.

Looking forward to your response.

Thank you for your time and assistance.

Sincerely,

Sakshi Chhunchha

### Topic 3 – Asking for a Raise in Salary

To : ketuchaudhary@gmail.com

From : [chhunchhasakshi@gmail.com](mailto:chhunchhasakshi@gmail.com)

Subject : Request for Salary Review

Respected Ma'am,

I hope this message finds you well. I would like to request a review of my current salary based on my performance and responsibilities over the past few months.

During this time, I have successfully handled engaging content strategies, managed our social media presence to improve audience engagement and have consistently met deadlines and contributed to the team's growth.

I would be grateful if we could discuss the possibility of a salary increase at your convenience. I am open to feedback and willing to provide any additional information if required.

Thank you for your time and consideration.

Sincerely,

**Sakshi Chhunchha**

## Topic 4 – Resignation Email

To : ketuchaudhary@gmail.com

From : [chhunchhasakshi@gmail.com](mailto:chhunchhasakshi@gmail.com)

Subject : Resignation Letter – Effective [August 15, 2025]

Respected Ma'am,

I hope this message finds you well. Please accept this email as my formal resignation from the position of Digital Marketing Specialist at Google, effective [August 15, 2025].

This decision was not easy, but after careful consideration of my career goals and future direction, I believe it is the right step forward. I am committed to ensuring a smooth transition and will be happy to assist in training my replacement.

Thank you for the opportunities, support, and experiences I have gained during my time here.

Thank you for your time and consideration.

Sincerely,

**Sakshi Chhunchha**

## Topic 5 – Introduction Email to Client

To : ketuchaudhary@gmail.com

From : [chhunchhasakshi@gmail.com](mailto:chhunchhasakshi@gmail.com)

Subject : Introduction – Your New Digital Marketing Specialist at  
Tops Technologies.

Dear Ma'am,

I hope you're doing well. My name is **Sakshi Chhunchha**, and I'm pleased to introduce myself as your new **Digital Marketing Specialist** at **Tops Technologies**.

I look forward to working with you to enhance your digital presence and ensure effective execution of marketing strategies. Please feel free to reach out to me with any queries, suggestions, or feedback at any time.

Let's connect this week for a quick discussion to align on goals and upcoming tasks.

Thank you for your time and consideration.

Warm regards,

**Sakshi Chhunchha**