**Module 1: Effective Communication**

**Email:1) Thank you Email**

Subject: Thank You

Dear Rinkal mem,

I wanted to take a moment to express my sincere gratitude for briefly mention the reason you're thanking them, their time, assistance, support, opportunity, etc. Your help and support are truly appreciated.

I truly appreciate your efforts and the impact you’ve made. I look forward to any future interaction, collaboration, or simply staying in touch.

Thank you once again for your kindness. Wishing you all the best!

Best regards,

NISHA SANGHANI

11285 66542

**Email:2) Letter of Apology**

Sub: Apology letter

Dear Seema mam,

I am sorry for my behaviour this morning. I did not mean to offend you when I mentioned that you take longer breaks than allowed. I just wanted to inform you as a friend in case you were not aware. I did not want you to get pointed out by the team lead.

I realized why you lost your calm. I should have spoken to you about this personally and not in front of other colleagues. I am sorry that I also lost my temper in the spur of the moment. There is no explanation for my behaviour. I just want you to know that I really regret my actions.

I know it has damaged our friendship and working relationship a little. However, I hope to find a way to fix this situation. Being teammates, we need to have a good working relationship between us to make our project a success.

I hope this letter would be of some help in initiating a conversation between us. Please accept my sincere apologies for my actions. I promise you that I will never behave in such a manner again.

You sincerely,

Nisha Sanghani

**Email:3) Reminder Emai**

Dear Nensi Bhatt,

I hope you're doing well! This is a friendly reminder about the upcoming **Malukan Mela Nursing Chadas Jodhpur**, which will take place on May 11, 2025, at 4 PM–7 PM 4, Rawan Ka Chabutra, Sector-E, Shastri Nagar, Jodhpur, Rajasthan 342003.

We are excited to have you join us for **Malukan Mela Nursing Chadas**. Please make sure to [Check your timeline to make sure all vendors show up on time with the equipment they need].

If you have any questions or need further information, feel free to reach out. We look forward to seeing you there!

Best regards,

Nisha Sanghani

**Email:4) Resignation Email**

**Subject: Registration Confirmation for World Tourism Day**

Dear Rinkal shah,

Thank you for registering for **World Tourism Day**! We are excited to have you join us.

Here are the details of your registration:

* **Event**: **World Tourism Day**
* **Date and Time**: September 27, 2025, and 4 PM–7 PM
* **Location**: 411, Aarya Epoch, 4th Floor, Vijay Cross Rd, opp. Passport Seva Kendra, Ahmedabad, Gujarat 380009

If you have any questions or need to update your registration, feel free to reach out to us at 21654 98710. We look forward to your participation and hope you have a great experience.

Thank you once again for registering!

Best regards,

Nisha Sanghani

21654 98710

**Email:5) Quotation Email**

Subject: Quotation for Vitamin water

Dear neck john,

I hope this email finds you well. Thank you for your interest in our [products/services]. As requested, I am pleased to provide you with the following quotation:

Product/Service Name/Description

* Quantity: 10
* Unit Price: 2000
* Total Price: 20000
* Delivery/Service Timeline: any time available

Please let me know if you have any questions or require further clarification. We would be happy to discuss your specific needs and adjust if necessary.

If you’re ready to proceed with the order or would like to discuss the quotation further, please feel free to reach out.

Thank you once again for considering our services. I look forward to hearing from you.

Best regards,

Nisha Sanghani

32165 22514