**MODULE 1**

**Effective Communication**

**Task: Write professional emails**

**following scenarios. Ensure clarity, conciseness, and a formal tone.**

**1.**

**1. Thank You Email**

**Subject: Thank You for Your Support**

**Dear HARSH DEVGANIYA,**

**I would like to sincerely thank you for your valuable support and guidance during Helped me build a website. Your encouragement truly helped me complete the work successfully.**

**Looking forward to learning more from you in the future.**

**Warm regards,**

**Sanket Devganiya**

**2.**

**2.Letter of Apology**

**Subject: Apology for the Delay**

**Dear Harsh Devganiya,**

**I apologize for the delay in submitting the report due to unexpected technical issues. I take full responsibility for the inconvenience caused and assure you it won’t happen again.**

**Thank you for your understanding.**

**Sincerely,**

**Sanket Devganiya**

**3.**

**3. Reminder Email**

**Subject: Friendly Reminder: Project Deadline Approaching**

**Dear SAMARTH DEVGANIYA**

**This is a gentle reminder that the deadline for the Assignments is on 15.05.2025 Please ensure all required documents are submitted before the due date.**

**Let me know if you need any help.**

**Best regards,**

**Sanket Devganiya**

**4.**

**4. Quotation Email**

**Subject: Quotation for Website Development Services**

**Dear HITESH BHAI KATAKIYA**

**Please find attached the quotation for your website development project as per your request. If you have any queries or require changes, feel free to contact me.**

**Looking forward to your response.**

**Kind regards,**

**Sanket Devganiya**

**5.**

**5. Introduction Email to Client**

**Subject: Introduction and Service Overview**

**Dear HITESH BHAI KATAKIYA**

**My name is Sanket Devganiya, and I specialize in web development services. I’m reaching out to introduce myself and explore opportunities to work with you.**

**Let me know if we can connect for a quick call or meeting.**

**Warm regards,**

**Sanket Devganiya**