

Module 1: Effective Communication

Task: Write professional emails based on any 5 of the following scenarios. Ensure clarity, conciseness, and a formal tone.

Prepared by: Santosh Gohil

1. Quotation Email

Subject: Request for Quotation on Computer Accessories

Dear Darshan,

I hope you are doing well. My name is Santosh, and I work with TechNova IT Solutions Pvt. Ltd., based in Ahmedabad. We are planning to purchase a few computer accessories for our office, including wireless keyboards, mouse sets, and external hard drives, and would like to request a quotation.

Please share the quotation including the product details, price list, delivery time, and any available bulk discounts. This will help us finalize our purchase plan efficiently. Kindly send the quotation by 15th November 2025.

We appreciate your cooperation and look forward to receiving your quotation soon. Thank you for your time and support.

Best regards,
Santosh Gohil
IT Executive
TechNova IT Solutions Pvt. Ltd.
Ahmedabad, Gujarat
✉ santosh.g@technova.com | ☎ +91-98765-43210

2. Email Asking for a Status Update

Subject: Follow-Up on Current Project Status Update

Dear Ravi,

I hope this message finds you well. I am Santosh from the Web Development Department, working with the Frontend Team on the E-Commerce Website Revamp Project.

I wanted to check on the current status of the homepage redesign task assigned last week. Could you please share the latest progress and any pending work? This update will help us plan our next phase efficiently.

Warm regards,
Santosh Gohil
Frontend Developer
Web Development Department
TechNova IT Solutions Pvt. Ltd.

3. Asking for a Raise in Salary

Subject: Request for Salary Review and Discussion

Dear Mr. Mehta,

I hope you are doing well. I am Santosh from the Web Development Department at TechNova IT Solutions Pvt. Ltd. I would like to request a review of my current salary based on my performance and contributions to the team.

Over the past year, I have successfully completed several key projects, including the E-Commerce Revamp and Internal Portal Enhancement, which helped improve performance and client satisfaction. Considering my efforts and continued growth, I would appreciate the opportunity to discuss a suitable salary adjustment.

Sincerely,
Santosh Gohil
Frontend Developer
TechNova IT Solutions Pvt. Ltd.

4. Introduction Email to Client

Subject: Introduction – Santosh from TechNova IT Solutions

Dear Ms. Priya,

I hope you are doing great. My name is Santosh Gohil, and I recently joined TechNova IT Solutions Pvt. Ltd., Ahmedabad, as a Frontend Developer. I will be your main point of contact for the Website Maintenance and Support Project.

I look forward to working closely with you to ensure smooth communication and timely project updates. Please feel free to reach out to me anytime for assistance or information.

Best regards,
Santosh Gohil
Frontend Developer
TechNova IT Solutions Pvt. Ltd.

5. Email to Boss About a Problem (Requesting Help)

Subject: Seeking Your Guidance on Project Issue

Dear Mr. Mehta,

I hope you are having a good day. I wanted to discuss a challenge I'm facing with the dashboard integration module in the E-Commerce Revamp Project. The API data is not syncing correctly, which is affecting the display section.

I have tried debugging the issue and checking the server logs, but the problem still persists. Could we have a short discussion to review possible solutions? Your guidance will help me resolve this quickly.

Sincerely,
Santosh Gohil
Frontend Developer
TechNova IT Solutions Pvt. Ltd.