

Assignment-1

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
2. Letter of Apology
3. Reminder Email
4. Quotation Email
5. Email of Inquiry for Requesting Information
6. Email Asking for a Status Update
7. Asking for a Raise in Salary
8. Email to Your Boss About a Problem (Requesting Help)
9. Resignation Email
10. Introduction Email to Client

Answer:

Asking for a Raise in Salary

From: shubhams.patel2712@gmail.com

To: vrajmishra@gmail.com

Subject: Request for Salary Review

Dear Sir,

I hope you are doing well. I wanted to take a moment to express my gratitude for the opportunities and support I have received while working at Global Infotech.

I wanted to discuss my current salary with you. Over the past one-year, I have been dedicated to my role and have consistently delivered high-quality work while taking on additional responsibilities.

Could we schedule a meeting to discuss this further? I would appreciate your consideration of a raise to approx. 20%.

Thank you for your time and consideration.

Best regards,

Shubham Patel

Email of Inquiry for Requesting Information

From: shubhams.patel2712@gmail.com

To: vrajmishra@gmail.com

Subject: Request for Laptop Information for Our Company

Dear Vraj Mishra,

I hope this email finds you well. I am reaching out from S.S Enterprise to inquire about laptops for our company's use.

Could you please provide us with some information on the following:

- Available laptop models and their specifications
- Pricing and any discounts for bulk purchases
- Warranty and after-sales support

We would appreciate any additional information you think would be helpful for us to make an informed decision.

Thank you for your time, and I look forward to hearing back from you soon.

Best regards,

Shubham Patel

S.S Enterprise

8799202115

Reminder Email

From: svbit@gmail.com

To: vrajpatel@gmail.com

Subject: Reminder for Pending Fees Payment

Dear Vraj Patel,

I hope you are doing well. This is a gentle reminder that your fees payment of 25000 for tuition is due on 20/02/2025.

Kindly make the payment at your earliest convenience to avoid any late charges. If you have already made the payment, please disregard this message.

For any queries or assistance, feel free to contact us.

Thank you for your prompt attention.

Best regards,

SVBIT

8799202115

Thank you Email

From: shubhams.patel2712@gmail.com

To: svbit@gmail.com

Subject: Thank you for the Opportunity

Dear Sir/Madam,

I hope you are doing well.

I wanted to express my sincere gratitude for accepting me into SVBIT. I am thrilled to be a part of this institution and am looking forward to learning and growing with the team.

Thank you again for this opportunity.

Best regards,

Shubham Patel

Resignation Email

From: shubhams.patel2712@gmail.com

To: vrajpatel@gmail.com

Subject: Resignation Notice

Dear Sir,

I hope this email finds you well. I am writing to formally resign from my position at Global Infotech, with my last working day on or before 1st June 2025.

I appreciate the opportunities and experiences I've gained during my time here and am grateful for your support. I will do my best to ensure a smooth transition before my departure.

Please let me know if there is anything else I can assist with.

Best regards,

Shubham Patel