Module 1: Effective Communication

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

**1. Thank you Email**

**To**: abc@gmail.com  
**From**: sujan.ansari1010@gmail.com  
**CC**: xyz@gmail.com

**Subject**: Thank You for the Opportunity

Dear **Mr. Rajesh sir**,

I hope you are doing well.  
I wanted to take a moment to sincerely thank you for giving me the opportunity to interview for the Front-End Developer position at Tech Solutions.  
Your valuable time and guidance during the discussion were very helpful and motivating for me.

Thank you once again for your support and consideration.  
I look forward to the possibility of working with your team.

Best regards,  
**Sujan Ansari**

**2. Letter of Apology**

**To**: abc@gmail.com  
**From**: sujan.ansari1010@gmail.com  
**CC**: xyz@gmail.com

**Subject**: Apology for Missing the Scheduled Meeting

Dear **Professor Pooja Keswani**,

I hope you are doing well.  
I am writing to sincerely apologize for missing the scheduled project meeting on **26-09-2025**.  
Due to an unexpected situation, I was unable to attend, and I understand the inconvenience this may have caused to you and the team.

Please be assured that I will review all the updates I missed and ensure that such an incident does not happen again.  
Thank you for your understanding and patience.

Once again, I am truly sorry for any disruption caused.

Best regards,  
**Sujan Ansari**

**3. Email of Inquiry for Requesting Information**

**To**: abc@gmail.com  
**From**: sujan.ansari1010@gmail.com  
**CC**: xyz@gmail.com

**Subject:** Inquiry Regarding Front-End Development Course Details

**Dear Admissions Team,**

I hope this email finds you well.  
I am Sujan Ansari, and I am interested in learning more about the **Front-End Development course** offered by Silver Oak University.

Could you please provide me with the following details:

* Course duration and start date
* Fee structure and payment options
* Eligibility criteria and required documents

Your assistance in sharing this information will help me plan my enrollment accordingly.  
I look forward to your response.

Thank you for your time and support.

Best regards,  
**Sujan Ansari**

**4. Reminder Email**

**To**: abc@gmail.com  
**From**: sujan.ansari1010@gmail.com  
**CC**: xyz@gmail.com

**Subject:** Gentle Reminder: Follow-Up on Interview Status

**Dear Sujan,**

I hope you are doing well.  
This is a gentle reminder regarding my **Front-End Developer interview** held on **25-09-2025.**  
I wanted to kindly follow up to check if there are any updates regarding the next steps or selection process.

I completely understand you may be busy, but I would appreciate it if you could share any information at your earliest convenience.

Thank you for your time and consideration.

Best regards,  
**Pooja Keswani**

**5. Email Asking for a Status Update**

**To**: abc@gmail.com  
**From**: sujan.ansari1010@gmail.com  
**CC**: xyz@gmail.com

**Subject:** Request for Status Update on Front-End Developer Application

**Dear Mr. Farman Ansari,**

I hope you are doing well.  
I am writing to kindly request an update regarding the status of my **Front-End Developer application**, which I submitted on **25-09-2025**.

I completely understand that the review process may take time, but I would greatly appreciate it if you could share any progress or next steps whenever convenient.

Thank you very much for your time and support.

Best regards,  
**Sujan Ansari**