

# Module:1

## Effective communication

- Write professional emails based on any five.
- 1.Thank you Email
  - 2.Letter of Apology
  - 3.Reminder Email
  - 4.Quotation Email
  - 5.Registration Email
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### 1.Thank you Email

**To:** hr@xyzcompany.com  
**Cc:** teamlead@xyzcompany.com  
**Bcc:** personalrecords@email.com  
**Subject:** Thank You for the Interview and Discussion

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**Dear Mr. Sharma,**

I hope this message finds you well.

I would like to express my sincere thanks for the opportunity to interview for the Marketing Associate position at XYZ Company. I truly appreciated the time you and your team took to speak with me and share insights into your exciting projects and organizational goals.

Our conversation gave me a deeper understanding of the role and affirmed my interest in contributing to your team. I'm particularly excited about the opportunity to bring my skills in content marketing and brand communication to support your department's initiatives.

Please extend my gratitude to everyone involved in the process. I look forward to the possibility of working with you and contributing to XYZ Company's continued success.

**Best regards,**  
Tushar Makwana  
+91-9875064457  
[tushar@email.com](mailto:tushar@email.com)

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## 2. Letter of Apology

**To:** clientservices@abcgroupp.com  
**Cc:** manager@xyzcompany.com  
**Bcc:** myrecords@email.com  
**Subject:** Apology for Delay in Report Submission

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**Dear Ms. Kapoor,**

I hope you are doing well.

I am writing to sincerely apologize for the delay in submitting the performance report that was due on **August 5th**. I understand the importance of timely communication and how this delay may have caused inconvenience to your team.

Unfortunately, we encountered an unexpected issue during data validation, which required additional time to resolve. While the delay was unintentional, I fully acknowledge that prior notice should have been provided to avoid disruption on your end.

We have now put stricter checks in place to ensure such delays do not occur in the future. I appreciate your patience and understanding in this matter.

Once again, please accept my sincere apologies.

**Sincerely,**  
**Tushar Makwana**  
Marketing Analyst  
XYZ Solutions Pvt. Ltd.  
[tushar@xyzcompany.com](mailto:tushar@xyzcompany.com)  
+91-9875064457

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### 3.Reminder Email

**To:** hr@xyzcompany.com  
**Cc:** manager@xyzcompany.com  
**Bcc:** myrecords@email.com  
**Subject:** Gentle Reminder: Pending Documents for Onboarding

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**Dear Mr. Verma,**

I hope you are doing well.

This is a gentle reminder regarding the pending documents required to complete the onboarding process for the Marketing Associate role. As discussed earlier, we kindly request you to share the necessary documents by **August 10**, to ensure a smooth start and timely processing.

Please let me know if you need any assistance or clarification regarding the list of required items. I'll be happy to help.

Thank you for your attention, and I look forward to your response.

**Best regards,**  
**Tushar Makwana**  
HR Coordinator  
XYZ Solutions Pvt. Ltd.  
tushar@xyzcompany.com  
+91-9875064457

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### 4.Quotation Email

**To:** purchase@abcgroupp.com  
**Cc:** salesmanager@xyzcompany.com  
**Bcc:** salesrecords@xyzcompany.com  
**Subject:** Quotation for Women's Fashion Product Line – Ref# QTN/2025/108

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**Dear Mr. Mehta,**

I hope you are doing well.

Please find attached the detailed quotation for the women's fashion product line you inquired about. The quotation includes product specifications, pricing, applicable discounts, and delivery timelines.

Here is a quick summary:

- **Product Category:** Women's Tops, Bottom Wear, Footwear
- **Quantity:** As per attached document
- **Estimated Delivery Time:** 7–10 business days
- **Validity:** The quotation is valid until **August 20, 2025**

Kindly review the attached file, and let us know if you require any changes or have further questions. We would be happy to assist you.

Looking forward to your confirmation.

**Best regards,**  
**Tushar Makwana**  
Sales Executive  
XYZ Fashion Pvt. Ltd.  
Email: tushar@xyzfashion.com  
Phone: +91-9875064457

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## 5.Registration Email

**To:** user@example.com  
**Cc:** support@abccompany.com  
**Bcc:** internalrecords@abccompany.com  
**Subject:** Registration Confirmed – Women's Fashion Webinar 2026

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**Dear Ms. Shah,**

Thank you for completing your registration for **Women's Fashion Webinar 2026**. We are delighted to confirm your participation and are excited to have you with us.

Please find your registration details below:

- **Participant Name:** Priya Shah
- **Registration ID:** REG-2025-0789
- **Registered On:** August 7, 2025
- **Event Date:** August 15, 2025
- **Time:** 10:00 AM – 1:00 PM (IST)
- **Mode:** Online via Zoom (link to be shared prior to the session)

We will be sending you further updates, including the session link and instructions, a few days before the event.

Should you have any questions in the meantime, feel free to reach out to us at **support@abccompany.com**.

Thank you once again, and we look forward to your active participation.

**Warm regards,**  
**Tushar Makwana**  
Event Coordinator  
ABC Company  
tushar@abccompany.com  
+91-9875064457

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