

Name: Ujjawal Dave

Module 1: Effective Communication

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

1. Email Thank You

Subject: Thank You For Your Support

Dear Prachi Madam,

I hope this message finds you well.

I wanted to take a moment to sincerely thank you for your support. Your [guidance/help/encouragement/assistance – choose based on context] has made a meaningful difference, and I truly appreciate your time and effort.

Working with you has been a pleasure, and I value the trust and collaboration we've shared. Please don't hesitate to reach out if there's ever anything I can do to return the favor.

Thank you once again for your continued support.

Best regards,

Ujjawal Dave

Cloud Computing

2. Letter of Apology

Subject: Apology for the Inconvenience Caused

Dear Prachi Madam,

I hope this message finds you well.

I would like to sincerely apologize for the inconvenience caused due to [specific issue].

It was never my intention to create any difficulty, and I take full responsibility for the oversight.

Please be assured that corrective measures have been taken to avoid such occurrences in the future.

I value our professional relationship and deeply regret any trouble caused.

Best regards,

Ujjawal Dave

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3. Reminder Email

Subject: Gentle Reminder Regarding Project Submission

Dear Prachi Madam,

I hope this message finds you well.

This is a gentle reminder regarding the submission of the [Stock Management] project, which is due on [Due Date 20/09/2025]. We kindly request you to ensure the submission is made by the deadline to allow for timely review and next steps.

If you are facing any challenges or require additional time, please feel free to reach out—we're happy to assist where we can.

Thank you for your attention to this matter, and we look forward to receiving your submission.

Best regards,

Ujjawal Dave

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4. Email Asking for a Status Update

Subject: Request for Status Update on Antivirus Software

Dear Prachi Madam,

I hope this message finds you well.

I'm writing to kindly request a status update regarding the antivirus software installation/update that was scheduled for [mention relevant date or time frame, if applicable]. We want to ensure that all systems remain secure and up to date, and your input is important for tracking progress.

Please let me know the current status at your earliest convenience, and if there's any assistance needed from our side to complete the process.

Looking forward to your response.

Best regards,

Ujjawal Dave

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5. Asking for a Raise in Salary

Subject: Asking for a Raise in Salary

Dear Prachi Madam,

I hope this message finds you well.

I would like to formally request a meeting to discuss the possibility of a salary adjustment. Over the past [duration you've been in the role], I've taken on [mention key responsibilities, projects, or achievements] and consistently contributed to [specific outcomes, team goals, or company success].

I truly enjoy being part of the team and am committed to continuing my growth and contributions within the company. I believe my performance and responsibilities reflect a strong case for a review of my current compensation.

Please let me know a convenient time to discuss this further. I appreciate your consideration and look forward to your feedback.

Best regards,

Ujjawal Dave

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