

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 E-mail:-

To: abc@gmail.com

From: xyz@gmail.com

Subject: Thank You for Your Support and Guidance.

Dear Sir, Madam

I hope this email finds you well,

I writing to sincerely thank you for your support and guidance during the recent project. Your insights and feedback were instrumental in helping us meet goals effectively.

I truly appreciate the time and effort you invested, and I look forward to working with you on future assignments.

Warm Regards,

[Utsav Bhavsar]

[Jr. Software Developer]

[7984554218]

2. Letter Of Apology:-

To: abc@gmail.com

From: xyz@gmail.com

Subject: Apology for Delay in submission.

Dear Sir, Madam

I hope this email finds you well,

I am writing to sincerely apologize for the delay in submitting the report due on 26/07/2025 .Due to unforeseen circumstances, I was unable to meet the deadline. I understand the inconvenience this may have caused and take full responsibility for the delay.

Please be assured that I have taken steps to ensure this does not happen again. I appreciate your understanding and patience.

Warm Regards,
[Utsav Bhavsar]
[Jr. Software Developer]
[7984554218]

3. Reminder Email:-

To: abc@gmail.com

From: xyz@gmail.com

Subject: Friendly Reminder: Upcoming Meeting on 26/07/2025

Dear Sir, Madam

I hope this email finds you well.

This is a gentle reminder about our scheduled meeting on 26/07/2025 at 11:00AM regarding Stakeholder meets. Please let me know if you need any additional information or would like to reschedule.

Looking forward to your participation.

Warm regards,
[Utsav Bhavsar]
[Jr. Software Developer]
[7984554218]

4. Email Asking for a Status Update:-

To: abc@gmail.com

From: xyz@gmail.com

Subject: Request for Status Update on Project name as Hotel Management System

Dear Sir, Madam

I hope you are doing well.

I am writing to inquire about the current status of Project name as Hotel Management System, as the deadline is approaching. Please let me know if there are any updates, challenges, or additional inputs required from my side.

Looking forward to your response.

Best regards,
[Utsav Bhavsar]

[Jr. Software Developer]

[7984554218]

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

To: abc@gmail.com

From: xyz@gmail.com

Subject: Request for Assistance with Issue on Recently Assigned Project

Dear Sir/Madam,

I hope you are having a good day.

I am writing to seek your guidance regarding a challenge I am facing in the recently assigned project. Specifically, I am encountering issues with **data synchronization between the front-end and back-end modules**, which is causing delays in real-time updates for users. Despite multiple attempts to troubleshoot and implement various solutions, the issue persists.

I would greatly appreciate your input on the best approach to resolve this. Please let me know a convenient time when we can briefly discuss the matter.

Thank you for your continued support.

Sincerely,

[Utsav Bhavsar]

[Jr. Software Developer]

[7984554218]