**Module 1 : Effective Communication**

Task 1 :- Write professional emails based.

1. Email Asking For a Status Upadate.

**Subject:** Request for Status Update on Pizza Project

Dear Jyoti Sharma,

I hope this message finds you well. I am writing to request an update on the status of Pizza Project. As we approach the upcoming deadline, it would be helpful to understand where things currently stand.

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

Best regards,

Name : Utsav R Bhagat

Position : Student

Institute : TOPS Technologies

Contact No. : 9512371008