

## Module 1: Effective Communication

### 1. Thank you Email

To: [rajpatel@gmail.com](mailto:rajpatel@gmail.com)

Subject: Thank you for the help.

Dear Raj Patel,

I wanted to say thank you for all your help and support, your advice has been very helpful.

Your help and support means a lot, I am very grateful for the help and support you have provided me on my project.

You are real blessing as s friend.

Thank you again for everything.

Best Regards,

Vishwajeetsinh Solanki

+91 98xx0 8x0x7

## 2. Letter of Apology

To: [maishpatel@gmail.com](mailto:maishpatel@gmail.com)

Subject: Apology for missing yesterday's meeting.

Respected sir,

I would like to apologize for missing our meeting yesterday. I also apologize for not calling in advance. Unfortunately, due to some circumstances, I was unable to attend the meeting.

If possible, I would be grateful if you could share any key points or decisions made during the meeting.

Thank you for understanding.

Best Regards,

Vishwajeetsinh Solanki

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### 3. Reminder Email

To: [akashshah@gmail.com](mailto:akashshah@gmail.com)

Subject: Reminder to complete Your project.

Dear Akash,

This is a reminder to complete your project before this Monday. Please let me know if you have any question or need any support.

Thank you for your hard work on this project.

Best Regards,

Vishwajeetsinh Solanki

+91 98xx0 8x0x7

#### 4. Email for inquiry for Requesting Information

To: [sahilkhan@gmail.com](mailto:sahilkhan@gmail.com)

Subject: Inquiry for Information.

Dear Sahil,

I hope this message finds you well. I am writing to request information regarding data base of ongoing project.

As part of our ongoing project, we are looking to gather data on the effectiveness of our current project strategies.

I appreciate your assistance with this matter.

Thank you for your help!

Best Regards,

Vishwajeetsinh Solanki

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## 5. Asking for Raise in Salary

To: [manojjogiya@gmail.com](mailto:manojjogiya@gmail.com)

Subject: Request for Salary Review.

Respected sir,

I hope this message finds you well. I am writing to formally request a review of my current salary.

Over the past 3 years, I have taken on additional responsibilities and consistently delivered results that align with our team's goals. Given my contributions and the value I bring to the organization, I believe it is appropriate to discuss an increase in my salary.

I would appreciate the opportunity to meet and discuss this matter further at your earliest convenience.

Thank you for considering my request.

Best Regards,

Vishwajeetsinh Solanki

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