

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 Email

Subject: Thank You for Your Support and Guidance

Dear Sir/Ma'am,

I hope you are doing well.

I wanted to take a moment to sincerely thank you for your support and guidance during the recent project. Your insights and encouragement played a key role in helping me complete the tasks successfully and on time.

It was a valuable learning experience for me, and I truly appreciate the time you took to share your knowledge and assist me throughout the process.

I look forward to continuing to work with you and learning more in the future.

Warm regards,
Vrunda Kotadiya

2. Letter of Apology

Subject: Apology for Late Submission

Dear Sir/Ma'am,

I hope you are doing well.

I am Vrunda Kotadiya, currently pursuing a Data Analytics course at TOPS Technologies after completing my BCA in 2025. I am writing to sincerely apologize for the late submission of my assignment.

I understand the importance of meeting deadlines and the impact that delays can have on schedules and evaluation. I take full responsibility for this mistake and truly regret the inconvenience it may have caused.

I am taking this as a learning experience and will make sure such a delay does not happen again in the future. Thank you for your understanding and continued support.

Warm regards,
Vrunda Kotadiya
Data Analytics Student – TOPS Technologies

3. Reminder Email

Subject: Reminder: Awaiting Your Response

Dear Sir or Ma'am,

I hope you are doing well.

I am writing to gently remind you about my previous email regarding the confirmation for the upcoming session scheduled this week. I understand you may have a busy schedule, but I would really appreciate your response whenever possible.

Please let me know if any further details are needed from my side.

Thank you once again for your time and support.

Best regards,
Vrunda Kotadiya

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

Subject: Need Help with File Access Problem

Dear Sir or Ma'am,

I hope you are doing well.

I am facing an issue while working on my project. I am not able to access the data files required for the analysis part. I have tried a few times, but it shows an error or says permission denied.

Kindly help me resolve this issue so I can continue my work without delay.
Thank you for your support.

Best regards,
Vrunda Kotadiya

5. Asking for a Raise in Salary

Subject: Request for Salary Review

Dear Sir or Ma'am,

I hope you are doing well.

I am writing to respectfully request a review of my current salary. Over the past few months, I have been continuously learning and contributing through my efforts in the Data Analytics at TOPS Technologies.

I am committed to improving my skills and adding value, and I believe my dedication reflects in the quality of my work. I would be grateful if you could consider my request for a salary increment based on my growth and performance.

I am open to discussing this further at a time that is convenient for you.

Thank you for your time and understanding.

Warm regards,

Vrunda Kotadiya