Module-1: Effective Communication

1) Thank You Email

From: patelyogesh26042005@gmail.com
To: jaymokariya@gmail.com

Subject: Thank You for Your Support In Project

Dear Jay,

I hope you are doing well.

Thank you so much for your support and guidance during my final year project. Your help made me more confident and improved my knowledge.

I truly appreciate your time and support.

Warm regards,

Yogesh Patel

2) Reminder Email

From: patelyogesh26042005@gmail.com
To: yash@gmail.com

Subject: Reminder: Assignment Submission

Hi Yash,

Hope you're doing well!

Just a reminder about our MySQL assignment, which is due on 09-08-2025. If you've finished your part, please share it with me so we can submit it on time.

Let me know if you need any help.

Thanks,

Yogesh Patel

3) Email of Inquiry for Requesting Information

From: patelyogesh26042005@gmail.com
To: topstechnologies@gmail.com

Subject: Inquiry About Full Stack Development Course

Dear Sir/Madam,

I hope you're doing well.

I would like to get details about your Full Stack Development course. Please share the following information:

- Course duration

- Fees and payment options

- Mode of training (online/offline)

- Topics covered

- Certification provided

- Batch start dates and timings

I look forward to your response.

Warm regards,

Yogesh Patel

Mo: 9537638715

Modasa, Gujarat

4) Email Asking for a Status Update

From: patelyogesh26042005@gmail.com
To: help@uidai.gov.in

Subject: Status Update on Aadhaar Updation

Dear UIDAI Team,

I hope you're doing well.

I am writing to check the status of my Aadhaar update request. I applied on 05-06-2025 to update my mobile number.

Here are my details:

- Aadhaar Number: XXXX-XXXX-2356

- Name: Yogesh Patel

- Registered Mobile Number: 9537638715

Please let me know the current status.

Thank you,

Yogesh Patel

patelyogesh26042005@gmail.com

Mo- 9537638715

5) Resignation Email

From: patelyogesh26042005@gmail.com
To: topstechnologies@gmail.com

Subject: Resignation from Developer Position

Dear Sir,

I hope you are doing well.

I am writing to resign from my position as Developer at TOPS Technologies Pvt. Ltd., effective two weeks from today.

Thank you for the opportunities and support during my time here. I have learned a lot and enjoyed working with the team.

Sincerely,

Yogesh Patel

Mo-9537638715