

## Module-1: Effective Communication

### **1) Thank You Email**

**From:** patelyogesh26042005@gmail.com

**To:** [jaymokariya@gmail.com](mailto:jaymokariya@gmail.com)

**Subject:** Thank You for Your Support

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](mailto: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](mailto: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](mailto: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:** hr@topstechnologies.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