Soft Skill : Assignment

Module :1

Task: Write professional emails based on any 5 of the following scenarios. Ensure clarity, conciseness, and a formal tone.

1. Thank you Email

To :

CC :

BCC :

Subject : Thank you for project support during the project guidance

I hope this message finds you well

I just wanted to take a moment to sincerely thank you for the support during the project.

Your help is truly appreciated and I’m grateful for your time and effort.

Looking forward to working together again soon

Warm regard ,

Aakash Rathva

1. Letter of Apology

Dear [name]

I would like to sincerely apologize for misunderstanding

I understand that my misunderstanding may have caused problem and I truly regret

the situation.

Please know that this was never my intention, and I am taking steps to ensure it does not happen again.

I value our relationship and appreciate your patience and understanding.

Once again , I am truly sorry.

Sincerely,

Aakash Rathva

1. Reminder Email

To :

CC :

BCC :

Subject : reminder about meeting

Dear ,

This is a quick reminder about our upcoming Project Sync meeting scheduled for Fridat, April 12 at 2:00 PM in th main conference room.

Please come prepared with updated on your tasks and any blockers you’re facing.

Let me know if you’re unable to attend.

Looking forward to a productive session !

Best regards,

Aakash Rathva

1. Quotation Email

TO :

CC:

BCC:  
Subject : Quotation for [Service/]

Dear client

I hope this message finds you well.

As requested, please find below the quotation for services

Quotation Details :

Product:

Quantity:

Unit Price :

Total Price :

Delivery Time :

Validity :

If you have any questions or need further classification , please don’t hesitate to reach out. We look forward to the opportunity to work with you.

Thank you for your interest in our services.

Best regards,

Aakash Rathva

1. Email of Inquiry for Requesting Information

TO :  
CC :

BCC :

Subject : inquiry about course

Dear

I hope this email find you well.

I am write to inquiry about services and courses you provide during the training.

I would appreciate it if you could provide more information regarding :

Course

Fees

Time Duration

I am looking forward to your response and hope we can move forward based on your feedback

Thank you for your time and assistance.

Best Regards,

Aakash Rathva

6. Email Asking for a Status Update

7. Asking for a Raise in Salary

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

9. Resignation Email

10. Introduction Email to Client