

SOFTSKILLS Module 1

1. Thank You Email

To: manager@example.com
From: chiragpatel@example.com
Subject: Thank You for Your Guidance and Support

Dear Jinali ma'am,

I would like to express my sincere gratitude for your valuable support during our recent project. Your insights and encouragement played a key role in our success.

I truly appreciate your leadership and look forward to learning more under your guidance.

Warm regards,
Chirag Patel

2. Letter of Apology

To: client@example.com
From: chiragpatel@example.com
Subject: Apology for the Inconvenience Caused

Dear Sanketbhai Chauhan,

I sincerely apologize for the delay in delivering your order DM16516516. We understand how important timely service is, and we deeply regret any inconvenience this may have caused.

We are currently investigating the issue and taking corrective steps to ensure such delays are not repeated. Thank you for your patience and understanding.

Sincerely,
Chirag Patel

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3. Reminder Email

To: colleague@example.com
From: chiragpatel@example.com
Subject: Reminder: Upcoming Meeting on 14 July 2025

Dear Pinal Vasoya,

This is a gentle reminder regarding our scheduled meeting on 14 July 2025 at 03:00 PM, to discuss Social Media Marketing.

Please confirm your availability or let me know if you'd like to reschedule.

Best regards,
Chirag Patel

4. Email of Inquiry for Requesting Information

To: info@example.com
From: chiragpatel@example.com
Subject: Inquiry Regarding Digital Media Marketing

Dear Sir/Madam,

I hope this email finds you well. I am writing to request more details about Digital Media Marketing. I would appreciate it if you could share the necessary information, including pricing, features, and timelines.

Looking forward to your response.

Thank you,
Chirag Patel

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5. Asking for a Raise in Salary

To: hr@example.com

From: chiragpatel@example.com

Subject: Request for Salary Review

Dear Chaitanya Sir,

I am writing to formally request a review of my current salary. Over the past June/2025, I have consistently delivered results, taken on additional responsibilities, and contributed to team success.

I would be grateful if you could consider my request for a raise. I am happy to discuss this further at your convenience.

Sincerely,
Chirag Patel