

Soft Skills
Assignment – Module -1
Email writing

1. Thank you email

Date: 18/02/2025

From: dipenpatel072003@gmail.com

To: bhaveshsuryavanshi@gmail.com

Dear sir,

I would like to say thank you for your friendly behaviour all students and good teaching. All your advices were very helpful for in my career. I understand the right concepts and learn how to develop your skills and personality. I have learned so many things from your during lecture.

I am very thankful for your mentorship and the knowledge that I improved under your supervision.

Best regards,

Dipen Patel

Tops Technologies, Maninagar

8849467731

2. Letter of Apology

Date: 18/02/2025

From: dipenpatel072003@gmail.com

To: sanjana@gmail.com

Subject: Apology for unable to attend business meeting

Dear Mam,

I want to inform you that i will not able to attend the business meeting with client due to my Brother wedding, I apology for not being present in the meeting due to Family reason. I hope you will understand my situation.

Please let me know if there is any work I should do before or after the meeting. I will definitely do it.

Thank you for your Consideration

Best regards,

Dipen Patel

Amazon interpreter

8849467731

3. Reminder email

Date: 18/02/2025

From: dipenpatel072003@gmail.com

To: Sanjay@gmail.com

Subject: Reminder Event Staff Party

Dear Sanjay,

Just wanted to send a quick reminder about next week's staff party. It will be on Tuesday, February 25th, from noon until four in the afternoon in the break room.

We have invited a few special guests, and there will be refreshments provided Please RSVP to this email if you plan on attending so we can get an accurate headcount. If you require any further information, let me know.

Thank you, and I look forward to seeing you all at the party.

Best regards,

Dipen Patel

8849467731

4. Email of enquiry for requesting information

Date: 18/02/2025

From: dipenpatel072003@gmail.com

To: Gajendramobileshop@gmail.com

Subject: Inquiry about Best company mobile in market

Dear Ramesh,

I am interested in exploring about Mobile option at your mobile shop and would you like to inquiry about I Phone, One Plus company Best branded phone.

Can you provide information on?

- The range of I phone and one plus company phone you offer
- The process for branded phone. Include different features and pricing option and how much range it will be taken branded phones

It will be grateful if you send me any details. It will help me a lot

Thanks,

Best regards,

Dipen Patel

Vastral, Ahmedabad

8849467731

5. Registration email

Date: 15/10/2024

From: w3scubetech@gmail.com

To: dipenpatel072003@gmail.com

Subject: Registration confirmation for Python course.

Dear Sneha,

W3scubetech confirm your registration for the python course. Below at the details:

Course Name: Python

Start Date: [28/01/2025]

Duration : [3 months]

Mode: [Online]

Timing: [9:30 to 12:30 AM]

If you any question or need further details, feel free to reach out. Thank you for registering. We look forward to seeing you in the course !

Thanks, Regards,

Dipen Patel

W3scubetech,

Narol Ahmedabad,

8849467731

