Module 1- soft skills

**1. Thank You Email**

Subject: Thank You

Dear ABC,

I hope this message finds you well. I wanted to take a moment to express my gratitude for your support during my dashera events. Your insights and expertise were invaluable and greatly contributed to our success.

Thank you once again for your assistance. I look forward to our continued collaboration.,

[Maulik hadiyal]  
[student]  
[ABC info tech]

**2. Letter of Apology**

Subject: Apology for I came also late in my office

Dear SirJi,

I am writing to sincerely apologize for came daily in office late. I understand that this has caused please sir I will not late in office, and I take full responsibility for the oversight.

Please rest assured that I am taking steps to ensure this does not happen again in the future. I appreciate your understanding and patience in this matter.

Thank you .

Sincerely,

[Maulik hadiyal]  
[student]  
[Abc info tech]

**3. Reminder Email**

Subject: Friendly Reminder: I will yesterday come office to late.

Dear sir,

I hope this message finds you well. I wanted to send a gentle reminder regarding my late office came that is scheduled for 10/10/2024.

Please let me know if you need any further information or assistance.

Thank you ,

[Maulik hadiyal]  
[student]  
[Abc info tech]

**4. Quotation Email**

Subject: Quotation Request for my hand massager product

Dear customer,

I hope this email finds you well. I am writing to request a quotation for my hand massager product that we are considering for I hope you love my hand massager.

If possible, please include the pricing, delivery timeline, and any additional relevant details. We would appreciate receiving your quotation by next monday.

Thank you ,

[Maulik hadiyal]  
[product manager]  
[abc info tech]

**5. Email Asking for a Status Update**

Subject: Request for Status Update on my snake game project

Dear SirJi,

I hope you are doing well. I am writing to request an update on the status of my snake game project. As we are approaching me complete in next 10 days, I would appreciate any insights you can provide regarding progress and next steps. I look forward to your response.

[Maulik hadiyal]  
[devloper]  
[raja infosys]

My YT link= https://youtu.be/IQjh0q1tQ7Y?si=MV-QRuS8QOJBWZ90