**Soft Skills Assignment**

Task: Write professional emails based on any 5 of the following scenarios.

1. Thank You Email:-

Subject**:** Thank You for Your Guidance in Soft Skills

Respected Madam,

I hope you are doing well. I am writing to express my sincere gratitude for your efforts in teaching me soft skills. Your clear explanations, patience, and encouragement have greatly improved my understanding and confidence.

Your teaching methods have made learning both enjoyable and effective. I truly appreciate the time and dedication you put into every session.

Thank you once again for your support and guidance.

Warm regards,  
Parva Patel

1. Letter of Apology:-

Subject: Apology for Late Submission

Respected Mam/Sir,

I am writing to deeply apologize for submitting my assignment for soft skills after the deadline.

Unfortunately, I experienced some unexpected personal challenges last week that affected my ability to complete the work on time. I take full responsibility for not managing my time better and understand the importance of meeting deadlines.

I assure you this will not happen again, and I am taking steps to improve my time management. Thank you for your understanding and consideration.

Your Sincerely,

Parva Patel

(Institute student)

1. Email of Inquiry for Requesting Information:-

Subject: Request for Information

Dear Sir,

I hope this message finds you well. I am writing to inquire about the latest smartphone model, the ABC123. I am particularly interested in learning more about its key features, specifications, and technological advancements.

Additionally, I would appreciate it if you could provide details regarding the pricing and availability of the ABC123 model. I would also like to know about the warranty terms and the duration of coverage included with the purchase.

Lastly, please inform me if there are any current offers, discounts, or promotional deals available for this model. Your assistance in this matter would be greatly appreciated. I look forward to your prompt response.

Best regards,  
Parva Patel

1. Asking for a Raise in Salary:-

Subject: Request for salary review

Dear sir,

I hope this message finds you well. I would like to discuss the possibility of a salary adjustment based on my contributions over the past year.

During this time, I have taken on increased responsibilities, successfully led several projects, and consistently met targets. I believe my efforts have positively impacted the team and the company’s goals.

I would appreciate the opportunity to meet and discuss how my compensation can better reflect my current role and achievements.

Thank you for your time and consideration. I look forward to your response.

Yours sincerely,

Parva Patel

(Senior ML Engineer)

1. Introduction Email to Client:-

Subject: Introduction and looking forward to working together

Dear Jwalant,

It’s a pleasure to connect with you. My name is Parva Patel, and I am a senior ML engineer at Quarks Systems. I have done many projects for the company and bring 12 years of experience to my role. I’m eager to begin working together and supporting your needs with our services.

Please don’t hesitate to reach out if you have any questions or require assistance. I look forward to building a strong and productive partnership.

Thank you for the opportunity.

Best regards,

Parva Patel

Senior ML Engineer

9988442266