

# Soft Skill Assignment

## **Module – 1**

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

Answer :-

### **1. Thank You Email**

**TO:** mishridesigneries@gmail.com

**Subject:** Thank You for the Engaging Social Media Workshop

**Dear Mishri Designeries,**

I hope you are doing well. I wanted to take a moment to sincerely thank you for conducting the recent workshop on **“Social Media Marketing Trends.”** It was truly an insightful and engaging experience.

I especially appreciated how the session covered both theory and practical examples — it gave me a clearer understanding of current trends and how to apply them. It has definitely added value to my learning journey in the digital space.

Thank you for putting together such a well-structured and informative session. I look forward to attending more such workshops from your team in the future.

Warm Regards,

**Rishita Dattani**

### **2. Letter of Apology**

**To:** topstechnologies@gmail.com

**Subject:** Apology for Missing the Deadline

**Respected HR manager,**

I hope you are doing well. I am writing this email to sincerely apologize for missing the deadline for submitting the report on **1<sup>st</sup> August 2025.**

I completely understand that meeting deadlines is a key part of our responsibilities, and I deeply regret the delay from my side. Due to **Medical emergency**, I was unable to complete the work on time. However, I take full responsibility for the delay and assure you that I have now completed the task and shared it with the concerned team.

I have also taken the necessary steps to avoid such delays in the future, including planning better, keeping buffers in my schedule, and improving my time management.

Please accept my sincere apologies once again. I truly value the trust and responsibility given to me and will ensure this does not happen again.

Thank you for your understanding and continued support.

Warm regards,  
**Rishita Dattani**

### **3. Email of Inquiry – Requesting Information**

**To:** digitalmarketing2025@gmail.com

**Subject:** Requesting Detailed Information About the Digital Marketing Course

**Dear Sir/Madam,**

I hope this email finds you well. My name is Rishita Dattani, and I recently came across your Digital Marketing course. I'm very interested in learning more about it and would be grateful if you could share a few important details.

Could you please provide me with the following information:

- Duration of the course
- Course syllabus or topics covered
- Total fees and payment options
- Mode of learning (online/offline)
- Upcoming batch dates and timings

I'm currently exploring the best place to upskill myself in this field, and your course sounds like a promising opportunity. Your guidance will really help me in making an informed decision.

Looking forward to your response.

Thank you so much in advance!

Warm regards,  
**Rishita Dattani**

### **4. Email Asking for a Status Update**

**To:** mishridesigner@gmail.com

**Subject:** Request for Update on Job Application – Digital Marketing Executive

**Respected HR Manager,**

Greetings of the day. I hope you are doing well. I'm writing to follow up regarding my application for the position of **Digital Marketing Executive** that I submitted on **15<sup>th</sup> July 2025**.

I'm really enthusiastic about the opportunity to work with your esteemed company, and I believe my skills and passion for digital marketing would be a good match for your team.

If there's any update on the current status of the recruitment process or if you require any further documents or clarification from my side, I'd be happy to provide them.

Thank you once again for your time and consideration. Looking forward to hearing from you soon.

Sincerely,  
**Rishita Dattani**

## **5. Introduction Email to Client**

**To:** prishaseth23@gmail.com

**Subject:** Introduction – Your Point of Contact from Mishri Designeries

**Dear Prisha Seth,**

Hope you are doing well. I am writing to formally introduce myself as your point of contact from **Mishri Designeries**.

My name is **Rishita Dattani**, and I am the founder of the brand. I will be personally assisting you with all services related to **digital marketing, branding, graphics, content planning**, and more.

We're very excited to begin this collaboration with you. I aim to make our communication easy, our work transparent, and our process smooth. Please feel free to share any of your requirements or expectations so we can tailor our services to match your brand vision.

Looking forward to working closely with you and building a successful partnership.

Warm regards,  
**Rishita Dattani**  
Founder, Mishri Designeries