**Soft Skills Assignment**

**Module - 1**

**Email writing**

**1: Thank you email**

Date : 16/05/2025

from: mahajansachin1504@gmail.com

to: krunalsir@gmail.com

Subject: Thank you for your friendly behaviour and good teaching.

Dear Sir,

I would like to say thank you for your friendly behaviour and good teaching . All your advices were very helpful for me. I understand the right concepts and learn how to deal with difficult errors. I have learned so many things from you during lecture.

Best regards ,

Krunal Sir

Tops Technologies, maninagar

**2:REMINDER EMAIL**

Date : 16/03/2025

from: sachin@gmail.com

to: Yshshshvi@gmail.com

Subject : Reminder: Please Attend Important Lecture Tomorrow

Dear : Yshshshvi,

This is a kind reminder to attend tomorrow’s class.  
 We will be covering an important topic, and your presence is highly encouraged.

Best regards ,

Sachin Mahajan

**3.Registration email**

Date : 16/03/2025

From : tops1805@gmail.com

to: sachin@gmail.com

Subject : Admission Confirmation – Welcome!

Dear Sachin Mahajan

Congratulations!   
 Your registration is successful, and your admission is confirmed.

We are happy to welcome you to Tops Technologies Institute

Admission Details:

* Name**:** Mahajan Sachin Sanjay
* Course**:** Software Devloper
* Start Date**:** 28/05/25

Please keep this email for your records. Feel free to contact us if you have any questions.

Best wishes,

Sachin Mahajan

Tops Technology

**4.Letter of apology**

Date: 18/02/2025

from: prinka8909@gmail.com

to: rohit1099@gmail.com

Subject: Apology for Missing the Meeting

Dear Priya Ma’am,

I hope you're doing well.

I’m writing to sincerely apologize for not attending the team meeting on 16th May.

I had an unexpected personal issue and couldn’t inform you in time.

I understand the meeting was important, and I regret missing it. Please let me know if there’s anything I need to follow up on. I will make sure to stay updated and not miss any meetings in the future.

Thank you for your understanding.

Best regards,

Rohit Singh

Development Team

**5.Email of enquiry for requesting information**

Date: 1/02/2025

from: [sachinmahajan503@gmil.com](mailto:sachinmahajan503@gmil.com)

To: [clothshop@gmail.com](mailto:clothshop@gmail.com)

Subject: Inquiry about clothing options.

Dear , raj

I am interested in exploring clothing options at your store and would like to inquire about both ready-made and customized clothing.

Can you please provide information on?

-The range of ready

-made clothing you offer.

-The process for customizing clothing, including any design options and pricing and also

how much it will be taken to customize the clothes.

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

Thanks.

Best Regards,

Sachin Mahajan,

Surat