

# Assignment of Soft Skill

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## Module 1 Effective Communication

### Q.2 Reminder Email

**Subject:** Friendly Reminder: [Brief Topic or Action Item]

Dear [Recipient's Name],

I hope you are well.

I am writing to follow up regarding [specific topic—e.g., *the proposal I sent on [date], our upcoming meeting scheduled for [date/time], the documents requested*].

At your convenience, could you please [mention the action needed—e.g., *confirm your availability, provide your feedback, share the requested files*]? Your input is important to ensure we stay on track.

If you have any questions or need additional information, please let me know—I'll be happy to assist.

Thank you very much for your attention to this matter. I look forward to your response.

Best regards,

[Your Full Name]

[Your Position, if applicable]

[Your Company/Organization, if applicable]

[Your Email Address]

[Your Phone Number, if needed]