**Soft Skills Assignment**

**Module - 1**

**Email Writing**

**1: THANK YOU EMAIL**

Date: 21/06/2025

From: <urvikawa2004@gmail.com>

To: <khushbubrihade@gmail.com>

Subject: Thank You for Your Supportive Teaching and Guidance

Dear Ma’am,

I would like to say thank you for your friendly nature and effective teaching. All your advices were very helpful to 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,

Urvi kawa

Tops Technologies, maninagar

**2: REMINDER EMAIL**

Date: 30/05/2025

From: <urvikawa2004@gmail.com>

To: [kaushal088@gmail.com](mailto:kaushal088@gmail.com)

Subject: Friendly Reminder: [ Birthday Party]

Dear Kaushal,

I hope you’re doing well. This is a friendly reminder about the birthday party on 01/06/2025 at 7:00 PM,

Venue: TAAM JHAM, Sindhu Bhavan.

Please let me know if you have any question or need any help.

Hope to see you there and celebrate with you.

Best regards,

Urvi Kawa

**3: REGISTRATION EMAIL**

Date: 15/05/2025

From: <registration.team.ai@gmail.com>

To: <urvikawa2004@gmail.com>

Subject: Request for Registration – AI Tools Workshop

Dear Madam,

I hope you’re doing well.

I would like to register for the upcoming workshop on AI tools.

Please let me know if there are any formalities or documents required.

Looking forward to your confirmation.

Best regards,

Team AI

**4: LETTER OF APOLOGY**

Date: 18/02/2025

From: <urvikawa2004@gmail.com>

To: <khushbubirhade@gmail.com>

Subject: Apology for unable to attend tomorrow's client meeting.

Dear Ma’am,

I want to inform you that I will not be able to attend the meeting with the client tomorrow due to my brother engagement. I apologize for not being present in the meeting due to personal reason. I hope you will understand my situation. Please let me know if there is any work I should do before or after the meeting. I will definitely do it.

Thank you for your consideration.

Best regards,

Urvi Kawa

Tops InfoTech.

**5: EMAIL OF ENQUIRY FOR REQUESTING INFORMATION**

Date: 18/04/2025

From: <urvikawa2004@gmail.com>

To: <clothshop@gmail.com>

Subject: Inquiry about clothing options.

Dear Kaushal sir,

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,

Urvi Kawa,

Ahmedabad.