**To: Disha ma’am**

**From: Dhruv Prajapati**

**Subject: Soft Skills Lecture Updates of Feb 13 & 15**

**Greetings of the day**

**Respected Ma'am,**

**I hope this email finds you well.**

**I am writing to respectfully request an update on the soft skills lectures that were conducted on February 13th and February 15th. As you know, I was unfortunately absent from these sessions due to personal reasons.**

**I would be extremely grateful if you could provide me with a brief overview of the topics covered during those days. Any information regarding key concepts discussed, assignments given, or materials shared would be immensely helpful as I try to catch up on the missed content.**

**I know you're busy, but I'd really appreciate it if you could help me out. Could you maybe tell me who in the class might have notes I could borrow? Or, do you know if there's anything online, I can look at to catch up?**

**Thank you for your understanding and support.**

**Sincerely,**

**Dhruv Prajapati.**