

Soft skill
Assignment - module - 1
Email writing

1. Thank you email

Date: 15/09/2024.

from:divya@gmail.com

to:rajeshnagar@gmail.com

Subject: Thank you for your guidance and support in my project.

Dear sir,

I would like to say thank you for your support and guidance in my project. All your advice has been very helpful for me. I understand the right concepts and learn how to deal with difficult problems. Because of your experience, I learned so many things from you during my project and I have successfully completed my project.

I am very thankful for your mentorship and the knowledge that I have improved under your supervision.

Best regards,

Divya sondagar

Tops technology,maninagar

7698100903.

2. letter of apology

Date: 15/09/2024.

from:divya@gmail.com

to:priya@gmail.com

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

Dear mam,

I wanted to inform you that due to my sister's engagement tomorrow, I will not be able to attend the meeting with the client we have tomorrow. I apologize for not being present in the meeting due to personal reasons. 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 definitely do it.

Thank you for your consideration.

Best regards,

Divya sondagar,

Developer branch.

7698100903.

3.reminder email

Date: 15/09/2024.

from:divya@gmail.com

to:riddhi@gmail.com

Subject: Reminder: interview schedule for tomorrow at 11 AM.

Dear Riddhi,

I hope that email finds you well. This is a reminder that your interview is scheduled for tomorrow at 11 AM. Please ensure you arrive on time and you are prepared for the interview. If you have any questions or need further information, feel free to reach out.

Best wishes for your interview from Abc Pvt. Ltd.

Thanks regards,

Divya sondagar,

Abc pvt.Ltd

7698100903.

4. email of inquiry for requesting information

Date: 15/09/2024.

from:divya@gmail.com

to:clothingshop@gmail.com

Subject: Inquiry About Ready-Made and Customized Clothing Options at Your Store.

Dear Krishna Bhatt,

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

Could 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 regards,

Divya sondagar

Maninagar ahmedabad.

7698100903.

5.registration email

Date: 15/09/2024.

from:topstechno@gmail.com

to:divya@gmail.com

Subject: registration confirmation for soft skill course

Dear Divya,

Tops Technology confirms your registration for the soft skills course. Below are the details:

Course Name: Soft Skills

Start Date: [19/09/2024]

Duration: [2 months]

Mode: [Offline]

Timing: [2.30 to 4.00 PM]

If you have any questions or need further details, feel free to reach out.

Thank you for registering. We look forward to seeing you in the course!

Thanks regards,

Tops technology,

Maninagar ahmedabad.

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