1. **Thank you Email**

To: ketuchaudhry123@gmail.com

Subject**:** Thank You for Your Assistance

Dear Mam,

I hope you’re doing well. I wanted to express my sincere gratitude for the valuable support and guidance you provided during my learning experience at Tops Technology. Your expertise in soft skills training has truly enriched my professional development, and I appreciate the time and effort you've dedicated to helping me grow.

I look forward to continuing to apply the skills I’ve learned and working with you further.

Thank you again.

Best regards,

Harsh Rakesh Bhai Patel

[Harshpatel7494@gmail.com](mailto:Harshpatel7494@gmail.com)

**2. Quotation Email**

To: ketuchaudhry123@gmail.com

Subject**:** Request for Quotation on Soft Skills Training Program

Dear Mam,

I hope this email finds you well. I am reaching out to request a detailed quotation for the soft skills training program at Tops Technologies. Could you kindly provide the following information?

* Course duration and schedule
* Pricing details
* Any available discounts or offers

I would appreciate your prompt response so I can proceed with my plans.

Best regards,

Harsh Rakesh Bhai Patel

[Harshpatel7494@gmail.com](mailto:Harshpatel7494@gmail.com)

**3: Reminder Email**

To: ketuchaudhry123@gmail.com

Subject**:** Friendly Reminder Soft Skills Assignment Review

Dear Mam,

I hope you’re doing well. This is a gentle reminder to kindly review my soft skills assignment, which was due on 07-04-2025. Please let me know if there is anything else you require from my side to ensure the task is completed successfully.

Thank you for your attention to this matter.

Best regards,  
Harsh Rakesh Bhai Patel  
[harshpatel7494@gmail.com](mailto:harshpatel7494@gmail.com)

**4.Email to Your Boss About a Problem**

To: rushikramani01@gmail.com

Subject: Request for Assistance with not able to join in meeting.

Dear Sir,

I hope you’re doing well. I regret to inform you that I will not be able to attend tomorrow’s meeting as I was involved an accident yesterday and sustained injured. my doctor has given advice 4-day rest. as a result, I Will be unable to join the meeting.

Thank you for your understanding and support.

Best regards,  
Harsh Rakesh Bhai Patel  
+91 99x44x8x9x

**5. Email Asking for a Status Update**

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

Subject: Request for Status Update on Project

Dear Jay,

I hope you’re doing well. I am writing to kindly request an update on the status of ongoing project. So, it would be helpful to understand the current progress and next steps.

Looking forward your response.

Best regards,

Harsh Rakesh Bhai Patel  
+91 99x44x8x9x