

Soft Skill Assignment Module

1. Thank you Email

Subject: Thank You – D. J Restoran

Dear D. J Restoran

I hope this message finds you well.

I would like to extend my sincere gratitude for the exceptional service and hospitality during my recent visit to your restaurant. From the warm welcome to the delicious food and attentive staff, every aspect of the experience was truly outstanding.

Your team's professionalism and dedication to quality did not go unnoticed, and I appreciate the effort you put into making our visit enjoyable and memorable.

Thank you once again. I look forward to dining with you again soon and will certainly recommend D. J Restoran to others.

Warm regards,

Hitesh baldaniya

Operations Manager, Apex Solutions

hiteshbaldaniya@gmail.com

+91 8799091939

2. Letter of Apology

Subject: Sincere Apology for the Inconvenience

Dear Mrs. Shama,

I hope this message finds you well.

I am writing to sincerely apologize for the issues that arose during the recent project. I understand that certain actions or miscommunications may have caused frustration or impacted your experience, and for that, I am truly sorry.

It was never my intention to create any difficulty or discomfort. I take full responsibility for my part in the situation and assure you that I am taking the necessary steps to ensure better communication and collaboration moving forward.

Your contribution to the project is highly valued, and I deeply regret any negative experience that may have affected your role. Please know that I am committed to learning from this and improving in the future.

Once again, I extend my sincerest apologies and hope we can continue to work together with mutual respect and understanding.

Warm regards,
Hitesh baldaniya
Project Coordinator
NextVision Solutions
hiteshbaldaniya@nextvision.com
+91 8799091939

3. Reminder Email

Subject: Friendly Reminder – Mrs. Shah

Dear Mrs. Shah,

I hope you are doing well.

This is a kind reminder regarding [brief description of what you're reminding about — e.g., our upcoming meeting, the pending documents, or the project update], originally scheduled for [mention date/time if applicable]. If you could share them by [insert deadline, e.g., Thursday, June 29], to ensure everything proceeds smoothly.

Please let me know if you require any additional information or if there have been any changes on your end. I'll be happy to assist in any way needed.

Looking forward to your response.

Warm regards,
Hitesh baldaniya
Client Services Coordinator
Blue Horizon Solutions
hiteshbaldaniya@bluehorizon.com
+91 8799091939

4. Quotation Email

Subject: Quotation for Requested Office Furniture

Dear Mr. Desai,

Thank you for reaching out regarding the office furniture for your new workspace. Please find the detailed quotation below:

- Office Chairs (Model X100): ₹4,300 each | Quantity: 25
- Executive Desks (Model D200): ₹9,000 each | Quantity: 8
- Delivery Charges: ₹1,200

Please note: The total price is exclusive of GST, and delivery will take approximately 7–15 working days from the date of order confirmation.

This quotation is valid for 16 days. If you require any adjustments in terms of design, color, or quantity, we will be happy to accommodate your requests. Customization options are also available upon discussion.

Please feel free to contact me for any further clarifications or to proceed with the order.

Best regards,

Hitesh baldaniya

Sales Executive

UrbanWork Supplies

hiteshbaldaniya@urbanwork.com

+91 8799091939

5. Introduction Email to Client

Subject: Introduction –Hitesh from Orion Digital Solutions

Dear Mr. Khan,

I hope this message finds you well.

My name is Sarah Malik, and I am the Business Development Manager at Orion Digital Solutions. We specialize in providing customized digital marketing strategies for growing businesses like yours.

I'm reaching out to explore potential collaboration opportunities and to see how we might support your marketing goals. I would be happy to arrange a brief call at your convenience to discuss this further.

Looking forward to your response.

Best regards,

Hitesh baldaniya

Business Development Manager

Orion Digital Solutions

hitesh@orionds.com

+91 8799091939