Soft skill assignment

1. Thank you email

To: ABC

**Subject:** Thank you for your support

Dear ABC

I hope you are doing well. I wanted to take a moment to sincerely thank you for the opportunity to collaborate. Your generosity truly made a difference in to complete my work

I especially appreciate the resources you provided or your patience in guiding me. It has been incredibly valuable, and I am grateful for your help.

Looking forward to working together again, Please let me know if I can ever be of assistance to you.

Once again, thank you for everything!

Best regards,  
Kruti

1. Reminder email

To: ABC

**Subject:** Friendly Reminder

Dear ABC

I hope you are doing well. I just wanted to send a quick reminder about an upcoming meeting scheduled for tomorrow at 10:00 am.

As discussed, bring your document or be prepare for presentation .Please let me know if there are any updates or if you need any assistance.

Looking forward to seeing you at the meeting, Please feel free to reach out if you have any questions.

Thank you, and I appreciate your time!

Best regards,

Kruti

1. Request for raise for salary

To: ABC

**Subject:** Request for Salary Review

Good morning, sir

I hope you are doing well. I appreciate the opportunity to be a part of Company and contribute to team, Over the past I have been committed to delivering high-quality work and continuously improving my skills to support the team’s success.

Given my contributions, increased responsibilities, and the value I bring to the company, I would like to discuss the possibility of a salary adjustment. In the past I have increased responsibilities, I believe my efforts have positively impacted company growth].

I would appreciate the opportunity to meet at a convenient time to discuss this further. Please let me know when you would be available for a conversation. I am open to feedback and look forward to your thoughts.

Thank you for your time and consideration.

Best regards,  
Kruti

4.regidtration email

To:ABC

**Subject:** Registration Confirmation for Service

Good evening,

I hope you are doing well. I am writing to confirm my registration for service scheduled for tomorrow.

Here are my registration details:

* **Full Name:** Kruti kanabar
* **Email Address:** kruti@gmail.com
* **Phone Number:** 1234567890

Please let me know if any further information is required to complete the registration process. I appreciate your assistance and look forward to participating service

Thank you!

Best regards,  
Kruti

1. introduction to client

to: ABC

**Subject:** Introduction – Kruti from SB pvt. limited

Dear Client

I hope you are doing well. My name is Kruti and I am Your manager at SB pvt. limited. I am reaching out to introduce myself as your point of contact for collaboration

At SB we specialize many area. I am excited to assist you with project ensuring a smooth and productive experience.

I would love to schedule a quick call or meeting to discuss your requirements, expectations, and how we can best support you. Please let me know a convenient time for you.

Looking forward to working with you and delivering great results! Feel free to reach out if you have any questions.

Best regards,  
Kruti