**1. Thank you Email**

Subject: Thank You for the Valuable Soft Skills Session

**Dear Madam,**

I hope you're doing well.

I wanted to sincerely thank you for the wonderful soft skills session we had today. The insights you shared on communication, teamwork, and personal development were not only informative but also truly inspiring.

Your examples and interactive approach made the session engaging and easy to relate to. I especially appreciated the way you explained e.g., "active listening" and "body language".

I'm looking forward to applying these skills in my professional journey and continuing to learn and grow.

Thank you once again for your time and effort!

Warm regards,  
**Parthiv Bhavsar**  
**Contact: 7572845446**

**2. Letter of Apology**

**Subject:** Apology for Missing the Session Due to Health Issues

**Dear Madam,**

I hope you are doing well.

I am writing to sincerely apologize for not being able to attend the soft skills session on **7/04/2025**. The reason for my absence was that I was feeling unwell and needed some rest to recover properly.

I understand that attending every session is very important, especially when it comes to improving soft skills. I truly value your efforts and the knowledge you share with us, and I regret missing such an important session.

I assure you that I will catch up on what I missed and will make sure this does not happen again.

Thank you for your understanding and support.

Warm regards,  
**Parthiv Bhavsar**

**Contact: 7572845446**

**3. Reminder Email**

**Subject:** Reminder: Request for Soft Skills Session Notes

**Dear Madam,**

I hope you're doing well.

This is a gentle reminder regarding the **soft skills session held on 7/04/2025**. I kindly request you to please share the notes or slides, as they will help me revise and better understand the topics discussed.

I understand you must be managing a lot, and I really appreciate your time and efforts in helping us grow professionally.

Looking forward to your response. Thank you once again!

Warm regards,  
**Parthiv Bhavsar**  
**Contact: 7572845446**

**4. Quotation Email**

**Subject:** Request for Quotation – Soft Skills Training Workshop

**Dear Madam,**

I hope this message finds you well.

I am writing to request a quotation for conducting a **Soft Skills Training Workshop** for our group of students enrolled in the Full Stack Web Development course. We are planning to arrange a session that focuses on key areas like:

* Effective communication
* Team collaboration
* Time management
* Professional etiquette
* Interview preparation

We are expecting around **15–20 participants**, and we would prefer **a 2-day workshop** (preferably over a weekend). Kindly provide the following details in the quotation:

* Trainer fees
* Duration & session plan
* Venue or online session details
* Material/handouts included
* Any group discounts or packages
* Payment terms

We are excited about this opportunity to enhance our soft skills and would greatly appreciate your guidance and expertise.

Looking forward to your response.

Warm regards,  
**Parthiv Bhavsar**  
**Batch: Full Stack Web Development**  
**Contact: 7572845446**

**5. Email of Inquiry for Requesting Information**

**Subject:** Inquiry Regarding Upcoming Soft Skills Program

**Dear Madam,**

I hope you are doing well.

I am writing to inquire about the upcoming **Soft Skills Training Program** that was mentioned in our previous session. I am interested in knowing more about the following details:

* Program start date and duration
* Topics to be covered
* Mode of delivery (online/offline)
* Registration process and deadline
* Any fee or materials required

I am eager to participate in this session to improve my professional skills and would appreciate it if you could kindly provide the above information at your earliest convenience.

Thank you for your time and support. I look forward to your response.

Warm regards,  
**Parthiv Bhavsar**  
**Contact: 7572845446**