

Soft Skill Assignment Module

1. Thank You Email

Subject: Thank You for Your Valuable Support

Dear Mr. Sharma,

I would like to sincerely thank you for your continuous support and guidance throughout the [Project Name]. Your expertise, suggestions, and encouragement were crucial in helping our team stay focused and achieve our goals efficiently.

It was truly a pleasure to work under your direction. I learned a great deal during the process, and your leadership made a significant impact on both my personal and professional growth.

Thank you once again for your time and assistance. I look forward to future opportunities to collaborate with you.

Warm regards,

Parth Parmar

2. Letter of Apology

Subject: Apology for Missed Submission Deadline

Dear Ms. Kapoor,

I am writing to express my sincere apologies for missing the submission deadline for the final report. I understand the importance of adhering to timelines and recognize that the delay may have caused inconvenience. The issue was due to an unexpected technical problem that occurred just before the final upload.

I take full responsibility for the delay and assure you that steps have been taken to prevent such incidents in the future, including additional backup procedures and early reviews. The report has now been submitted and is ready for your review.

I truly appreciate your understanding and patience in this matter. Thank you for your continued support.

Sincerely,
Parth Parmar

3. 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): ₹3,500 each, Quantity: 20
- Executive Desks (Model D200): ₹8,000 each, Quantity: 5
- Delivery Charges: ₹1,500

The total price is exclusive of GST, and delivery will take approximately 7–10 working days from the date of confirmation.

This quotation is valid for 15 days. If any adjustments are needed 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 further clarifications or to proceed with the order.

Best regards,

Parth Parmar

Sales Executive, UrbanWork Supplies

4. Email Asking for a Status Update

Subject: Request for Status Update on Mockups

Dear Mr. Verma,

I hope you're doing well. I am writing to check on the current status of the design mockups for the "New App Interface" project, which were tentatively scheduled for delivery this week. As these mockups are critical to our next development phase, I wanted to ensure everything is on track.

If there are any delays or challenges, please let me know how I can assist or if any input is required from my end to help move things forward. I am available to review drafts or provide feedback at short notice.

Looking forward to hearing from you soon so we can maintain our project timeline.

Kind regards,

Parth Parmar

5. Email to Boss About a Problem (Requesting Help)

Subject: Seeking Guidance on Project Delay Issue

Dear Ms. Roy,

I wanted to inform you about a delay we are facing with the current project involving the client onboarding system. The client has not yet provided some essential assets, which were scheduled for delivery last week. This delay is beginning to affect our internal development timeline and upcoming milestones.

I would appreciate your guidance on how best to proceed—whether we should reschedule internal tasks or reach out to the client with a revised timeline. Additionally, if reallocating resources is an option, your input would be valuable in helping us stay on track.

Thank you for your continued support. I look forward to your advice on resolving this efficiently.

Sincerely,

Parth Parmar