

**Soft Skills**  
**Assignment - Module - 1**  
**Email writing**

**1. Thank you email**

Date: 15/09/2024.

from:ravimali@gmail.com

to:rajeshnagar@gmail.com

Subject: Thank you for your guidance and support in my project.

Dear Sir,

I would like to say thank you for your support and guidance in my project. All your advices were very helpful for me. I understand the right concepts and learn how to deal with difficult errors. I have learned so many things from you during my project and I have successfully completed my project just because of you .

I am very thankful for your mentorship and the knowledge that I improved under your supervision.

Best regards,

Ravi Kumar

Tops Technologies, Maninagar

9352238608

## 2. Letter of apology

Date: 15/09/2024. from:

ravi@gmail.com

to: [neetu@gmail.com](mailto:neetu@gmail.com)

Subject: Apology for unable to attend tomorrow's client meeting. Dear

Ma'am,

I want to inform you that I will not be able to attend the meeting with the client tomorrow due to my sister's engagement. I apologize for not being present in the meeting due to personal reason. I hope you will understand my situation.

Please let me know if there is any work I should do before or after the meeting. I will definitely do it.

Thank you for your consideration.

Best regards,

Ravi Kumar  
Tops InfoTech Pvt. Ltd.  
9352238608

### **3. Reminder email**

Date: 15/09/2024.

From:ravi@gmail.com

To: kiran@gmail.com

Subject: Reminder interview schedule for tomorrow at 11 AM.

Dear Kiran,

I hope that email finds you well. This is a reminder that your interview is scheduled for tomorrow at 11 AM. Please ensure you arrive on time and you are prepared for the interview. If you have any questions or need further information feel free to reachout.

Best wishes for your interview from Tops InfoTech Pvt. Ltd.

Thanks.

Regards,

Ravi Kumar,

Tops InfoTech Pvt. Ltd.

9352238608.

## 4. Email of enquiry for requesting information

Date: 15/09/2024.

From:divya@gmail.com

To: clothshop@gmail.com

Subject: Inquiry about clothing options.

Dear Kamlesh,

I am interested in exploring clothing options at your store and would like to inquire about both ready-made and customized clothing.

Can you please provide information on:

- The range of ready-made clothing you offer.
- The process for customizing clothing, including any design options and pricing and also how much it will be taken to customize the clothes.

I will be grateful if you send me any details. It will help me a lot.

Thanks.

Regards

Ravi Kumar

Maninagar, Ahmedabad.

9352238608.

## 5. Registration email

Date: 15/09/2024.

From: [topstech@gmail.com](mailto:topstech@gmail.com)

To: ravimali@gmail.com

Subject: Registration confirmation for soft skills course.

Dear Ravi,

Tops technology confirm your registration for the soft skills course. Below are the details:

Course Name: soft skills

Start Date: [19/9/2024]

Duration: [2 months]

Mode: [Offline]

Timing: [2.30 to 4.00 PM]

If you have any questions or need further details, feel free to reach out. Thank

you for registering. We look forward to seeing you in the course!

Thanks Regards,

Tops Technologies,  
Maninagar Ahmedabad.  
0123456789