***ASSIGNMENT:-1***

***SOFT SKILL***

1. **Thank You Mail**

**Subject: Thank You for Your Help**

Dear Disha,

I wanted to express my sincere thanks for your help with project. Your assistance made a big difference, and I couldn’t have done it without you.

Your expertise and effort really helped me stay on track, and I appreciate you taking the time to help out. It is always a pleasure working with you, and I’m grateful for your support.

Thanks again for everything. If you ever need help with anything in return, please don’t hesitate to reach out.

Best regards,  
Rushi

1. **Reminder Email**

**Subject: Reminder: Meeting on [Date and Time]**

Dear Mahima,

I hope you are doing well! I just wanted to send a friendly reminder about our meeting scheduled for 5\4\2025 and Time:-10 am .We will be discussing analysis , and I’m looking forward to our conversation.

If there is s anything specific you would like to add to the agenda or if you need to reschedule, please let me know as soon as possible. I’m happy to Helpful changes if needed.

I believe this meeting will be a great opportunity for us to move forward with project, and I’m excited to get your input.

Thank you again, and I look forward to speaking with you soon.

Best regards,  
Rushi

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

**Subject: Inquiry About Pricing and Availability for event management**

Dear stuti,

I hope you are doing well. I’m reaching out to inquire about the availability and pricing of your event planning. I have heard great things about your services and I m interested in learning more about how you can help with event management

Could you please provide a breakdown of your pricing for event management and let me know if there are any packages or discounts currently available? Additionally, I would like to know about your availability for dates:-6-3-2025 and 7-3-2025 or time:-for whole days .

If possible, I would also appreciate it if you could share any previous work that demonstrate your expertise in event management.

Thank you for your time, and I look forward to receiving more information from you.

Sincerely,  
Rushi

1. **Email Asking for a Status Update**

**Subject: Request for Event Planning Status Update**

Dear kashis,

I hope you are doing well. I wanted to check in and get an update on the planning for the wedding scheduled for 6-3-2025 and 7-3-2025. Could you kindly provide me with the current status and let me know if there are any outstanding tasks or decisions that need to be made?

If there is anything that requires my attention or input, please don’t hesitate to let me know. I’m happy to assist and ensure everything is on track for the event.

Looking forward to hearing from you soon and thanks again for all the work you have done so far!

Best regards,  
Rushi

1. **Introduction Email to Client**

**Subject: Introduction and Looking Forward to Working Together**

Dear vivek,

I hope you’re doing well! My name is raghav. and I am project manager at avishkar. I wanted to take a moment to personally introduce myself and express how excited I am to have the opportunity to work with you.

At avishkar , we specialize in technical services like web designing , and I’m confident that we can offer solutions that will help meet your needs. I would love to learn more about your goals for company and how we can assist in making them a reality.

Please feel free to reach out with any questions or if you’d like to schedule a time for us to discuss your needs in more detail. I’m here to ensure everything goes smoothly and to provide any support you may need.

Thank you for choosing avishkar. I look forward to working together and building a successful partnership!

Best regards,  
Rushi

Project manager

+918900132567