

# SOFT SKILL ASSIGNMENT

## Module 1: Effective Communication

### 3. Reminder Email

Subject: A friendly reminder to submit the final report

Dear Mr. Keyur Patel:

I hope this communication finds you well.

I am writing to remind you that the deadline for submitting the final report is December 5th. As previously indicated, submitting the final report by this time is critical to ensuring that everything goes as planned.

Please let me know if you require any further information or if any complications arise that may prohibit you from completing the deadline. If you have already addressed the issue, please disregard this reminder.

Thank you for your consideration of this matter. I appreciate your rapid response and look forward to hearing from you shortly.

Warm regards,  
Shakshi Shah,  
Project Manager,  
shakshi1012@gmail.com