**Assignment**

**Softskill (Technical Effective Communication)**

**1. Thank You Email**

Subject: Thank You for Your Support and Guidance

Dear Mohit Patel,  
I hope this message finds you well.

I wanted to extend my sincere thanks for your continued support and guidance on the recent project. Your insights and timely feedback greatly contributed to its success, and I truly appreciate the opportunity to learn under your leadership.

Looking forward to collaborating with you on future assignments.

Warm regards,  
Vraj Patel  
Jr. python programmer  
vrajpatel1064@gmail.com

**2. Letter of Apology**

Subject: Apology for Missing the Project Deadline

Dear Mohit Patel,  
I hope you are doing well.

I am writing to sincerely apologize for not meeting the deadline for the Softskill assignment submission. Due to unforeseen circumstances, I was unable to complete the task on time. I understand the importance of adhering to deadlines and take full responsibility for the delay.

I am currently finalizing the pending work and will ensure it is delivered by 11/06/25. Please rest assured that I am taking necessary steps to prevent such instances in the future.

Thank you for your understanding and patience.

Sincerely,  
Vraj Patel  
Jr. python developer

**3. Quotation Email**

Subject: Request for Quotation for Office Supplies

Dear Mohit Patel,  
I hope you are well.

We are in need of a quotation for the following office supplies:

* A4 printing paper (10 reams)
* Ink cartridges (HP 803 – Black and Color)
* Whiteboards (2 units)

Please include the pricing, available brands, delivery timelines, and any applicable discounts. We would appreciate it if you could share the quotation by 12/06/26.

Looking forward to your response.

Best regards,  
Vraj Patel  
Tops Technologies  
vrajpatel1064@gmail.com

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

Subject: Request for Status Update on Document Review

Dear Mohit Patel,  
I hope this email finds you well.

I am writing to kindly request an update regarding the review of the python Mini project that was submitted on 06/06/26. We are in the process of finalizing the next steps and would appreciate knowing the current status.

Please let me know if there is any additional information or assistance required from my end.

Thank you in advance for your response.

Warm regards,  
Vraj Patel  
Jr. python developer

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

Subject: Requesting Assistance with System Access Issue

Dear Jigar Sir,  
I hope you're having a good day.

I am currently facing an issue accessing the python Idle 3.12, which is impacting my ability to complete tasks related to assignments. I have attempted basic troubleshooting, but the issue persists.

Would it be possible to escalate this to the IT department or advise on the best course of action? Your guidance would be greatly appreciated.

Thank you for your support.

Best regards,  
Vraj Patel  
Jr. python developer