**Soft Skills Assignment**

**Module - 1**

**Email writing**

**1: Thank you email**

Date : 01/03/2025

from: jotangiyavrujal@gmail.com

to: khushbubrihade@gmail.com

Subject: Thank you for your friendly behaviour and good teaching.

Dear Sir,

I would like to say thank you for your friendly behaviour and good teaching . 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 lecture.

Best regards ,

Vrujal jotangiya

Tops Technologies, maninagar

**2:REMINDER EMAIL**

Subject : Friendly Reminder :[ Birthday Party ]

Date : 15/03/2025

Dear : priyank,

I hope you’re doing well. This is a friendly reminder about Birthday Party on 15/03/2025 Time: 07:00 PM

Location : TAAM JHAM , Sindhu Bhavan .

Please let me know if you have any question or need any assistance.

Best regards ,

vrujal jotangiya

9662612128.

**3.Registration email**

Date: 15/09/2024

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

to: [jotangiyavrujal@gmil.com](mailto:jotangiyavrujal@gmil.com)

Subject: Registration confirmation for Indian army.

Dear vrujal,

Indian army confirms your registration for the agniveer. Below are the details: training Start Date: [10/2/2025] Duration: [2 months] Mode: [Offline] Timing: [8AM] 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 training session!

Thanks regards,

INDIAN ARMY , GANDHINAGAR.

**4.Letter of apology**

Date: 18/02/2025

from: [jotangiyavrujal@gmil.com](mailto:jotangiyavrujal@gmil.com)

to: [khusbubrihade@gmail.com](mailto:khusbubrihade@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 brother 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,

vrujal jotangiya

Tops InfoTech .

**5.Email of enquiry for requesting information**

Date: 18/02/2025

from: [ruchiindia503@gmil.com](mailto:ruchiindia503@gmil.com)

To: [clothshop@gmail.com](mailto:clothshop@gmail.com)

Subject: Inquiry about clothing options.

Dear : raj

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.

Best Regards,

Priyank jotangiya,

Ahmedabad.