Soft skills Assignment

Module – 1.Email writing

1.Thank you Email

Date: 16-05-2025

From: [ykj1857@gmail.com](mailto:ykj1857@gmail.com)

To: [arnavtrivedi056@gmail.com](mailto:arnavtrivedi056@gmail.com)

Subject: Thank you for opportunity.

Dear Sir,

I hope this message finds you well. I am so thankful that you giving the opportunity to work on DS project. Your support and guidance were invaluable.

Looking forward to more such collaborations.

Best regards,

Yashasvi Joshi

4532789215.

2.Letter of Apology

Subject: Apology for the delay in submission.

Dear Sir,

I sincerely apologize for the delay in submitting the document that was due on 08-05-2025.Due to unanticipated situations, I was unable to meet deadline.

I take full responsibility and assure you that it never happened again.

Good regards,

Yashasvi Joshi

6543297056.

3.Email of Inquiry for Requesting Information.

From: [ykj1857@gmail.com](mailto:ykj1857@gmail.com)

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

Subject: Request for Information Regarding.

Dear Sir,

I hope you are doing well. I am writing to request more information about previous project. Could you please share the relevant details or direct me about core data.

Looking forward to your response.

Best regards,

Yashasvi Joshi

65325784221.

4.Reminder Email

To: [ykj1857@gmail.com](mailto:ykj1857@gmail.com)

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

Subject: reminder for timing.

Dear Sir,

I hope you are doing well. This friendly reminder about timing of meeting.

Time: 9:00 am

Location: Third floor, Rudra Complex, Vastral.

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

Best regards,

Yashasvi Joshi

4318412424.

5.Introduction Email to Client

From: [ykj1857@gmail.com](mailto:ykj1857@gmail.com)

To: [dixitarora45@gmail.com](mailto:dixitarora45@gmail.com)

Subject: Introduction: Yashasvi Joshi [Data Scientist]

Dear Sir,

I hope this message finds you well. I am Yashasvi Joshi, recently assigned as your point of contact for project. I look forward to working with you and supporting your needs.

Please feel free to reach out with any questions.

Best regards,

Yashasvi Joshi

5417807654.