

Email Writing

प्राध्यापक

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Email Writing Format | Email writing for Class 12, Email Writing Sample, Tips and Email Writing with Examples

How to Write an Email?

What is an Email?

Email Writing: An email is a method of composing, sending, storing, and receiving messages over an electronic communication system. Here we have discussed, what is formal and informal email. The method for formal email has been discussed in detail here (stepwise). The students can see how to compose a formal email and practice to write following the method and email format given below.

Email stands for electronic mail. It is the most preferred means of communication because it is cheaper and faster.

Email can be categorized into two types -

1. Formal Email
2. Informal Email

A Formal email can be written to -

1. companies
2. Government departments
3. Offices
4. School Principal or teacher

An Informal email can be written to -

- family
- relatives
- friends

1 E-MAIL Writing Formate	
← Composed	
Date :-----	
Time:-----	
Form :-----	
To:-----	
Subject:-----	
Inbox	
Drafts	
Send	
Trash	
More Labels	



Writing




Introduction

E-mail म्हणजे काय?

इलेक्ट्रॉनिक मेल म्हणजेच ई-मेल. एक किंवा एकापेक्षा अधिक व्यक्तींना संदेश पाठविण्याची इंटरनेटवरील सेवा म्हणजेच ई-मेल. १९७२ मध्ये रे टॅलिनसन यांनी ई-मेल सेवेचा शोध लावला.

E-mail Message Template :

ई-मेल संदेशासाठी साचा

← Compose   	
Date and time:	
From : sender's e-mail id	
To : receiver's email id	
Subject :	
Inbox	Salutation
Drafts	Main Body
Sent	Regards
Trash	Sender's name
More Labels	




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***1. Write an email to your friend who has not contacted you for a long time.**

Ans.

← Compose   	
Date : Sept. 12, 2019. 10.30 am. From : abc@gmail.com. To : xyz@gmail.com. Subject : Where have you been ?	
Inbox Drafts Sent Trash	Dear XYZ, Where have you been now a days? It has been so long. We have not contacted each other I remember we had been together at the wedding ceremony of Nikhil in May 2016. Since then we have no dialogues. Are you so much busy that you don't miss me? Or have you any problems in which you forget your old friend ? I miss you very much. I want to have dialogues with you. Once again we will be in touch with each other and have a nice time together. As soon as you read this e-mail, spare time for me and call me. I would be very pleased. My regards to your parents. Looking forward for your reply. Thank you. Sincerely yours, ABC
More Labels	



Write an e-mail to your friend inviting him or her to your birthday party.

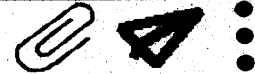
Your e-mail address is-

mandar_joshi10@ gmail.com.

Your friend's email ID-mamta_shinde@gmail.com.

Ans.

Compose



Date : Nov. 18, 2019

From : mandar_joshi 10 gmail.com.

To : mamta_shinde@gmail. com.

Subject : Invitation to the birthday party.

Inbox

Drafts

Sent

Trash

More Labels

Dear Mamta,

As you know that the day after tomorrow that is 20th Nov. 2019 is my birthday. I am organizing a party for all my friends to celebrate the day.

The venue for the party is Shahi Bhoj at Hanuman Chowk and party starts at 8 pm. with my cake cutting followed by games, dance and finally dinner.

I will be very pleased if you can join us for occasion. I am looking forward to your company. Your presence will grace my birthday party. Awaiting for you.

Thank you.

Yours affectionately,
Mandar Joshi

Q

Write an email to the Zonal Secretary, M.S.E.B. complaining about frequent instances of power failure during examinations. Request supply. Your email ID - rohinishende231@yahoo.com and you are sending email to - zsmsebsatara@gmail.com

Compose



Date : Feb 10, 2019

From : rohinishende231yahoo.com

To : zsmsebsatara@gmail.com

Subject :- Frequent power failure in Shivaji Nagar.

Inbox
Drafts
Sent
Trash

More Labels

Respected Sir/Madam,

I would like to bring to your notice the plight of the residents of Shivaji Nagar due to frequent power failure and request you to pay attention to our complaint.

The condition of power supply in our locality is indeed very disappointing. The power supply breaks down frequently at odd time. It has now become an every day affair in our area that the people have to live in complete darkness for long hours in absence of electricity.

During the dark hours of the night, we, the students suffer much in our studies for want of life and this is the peak period for our examinations. The old and the sick, especially, children also suffer in many ways.

So I would request you to realize the difficulty and look into the problem and do the needful.

Thank you.
Yours faithfully,
Rohini Shende

Question: Last year, during his vacation, Raj went to an adventure camp that included activities trekking, rafting, rock-climbing etc. Write an email, as Raj, describing the activities to a friend.

From: raj.123@gmail.com To: abc@mail.com Date: 3 Arne 2016

compose

Date: 23rdApril 2021

Time :

From: raj.123@gmail.com

To: abc@mail.com

Subject:- An adventure camp that included activities

Inbox
Drafts
Send
Trash

How are you? I got your mail that your family has dropped the idea for the vacation to the hills due to illness of your brother. Do you have any new plans to spend your vacations or thinking about that? I can understand your frustration over the issue. However, I have a better idea.

I have got myself enrolled in an adventure camp and would like you too to come along. Last year had visited the same camp and had a lot of fun. We participated in the activities like trekking, rafting, rock climbing etc. In the beginning, I was a bit nervous but the team leader motivated me to continue.

These activities inculcated team spirit in me. The thrills of adventure sports will remain with me forever. I want to feel this type of enjoyment every year so I decided to join this camp every year. Please let me know if you want to come with me. I am waiting for your reply.

Regards,

Raj

More
Labels

Email Writing Examples for Students

3. Write an e-mail to the editor of The Indian Express in about 100 words on the issue of the indiscriminate cutting of trees.

Date : 3 March 20xx	
From : ajay@gmail.com	
To : editorindianexpress@yahoo.com	
Subject : Value of trees	
Inbox Drafts Send Trash	Dear Sir Trees and plants have a vital role in our lives. In truth, life is possible because the trees are there. They provide us with oxygen which is essential for our life. Besides, they also add to the scenic beauty. The green areas of the city are called its lungs. They control the atmospheric pollution. In summer, the trees give us comfortable shade. In winter, they supply us wood for fire which keeps us warm. During the rains, trees prevent soil erosion. The rain washes the fertilizing layer of the soil downhill. The roots of the trees bind the soil and landslides are prevented. The trees supply us timber which is essential for making houses and its furniture. Birds and even some animals get their food and shelter from the trees. The same trees provide human beings with fruits and herbs. So through your newspaper I ask the people and authorities to stop this indiscriminate cutting of the trees. Yours sincerely Ajay
More Labels	

4. Write an e-mail to the Principal of your school requesting him to give you one week's leave as your grandmother expired last night.

Date : 3 March 20xx

From : abhay@gmail.com

To : principalsrsecschool@3yahoo.com

Subject: Application for leave

Inbox
Drafts
Send
Trash

Sir

Kindly grant me leave for a week as I shall not be able to attend my classes during that period. Today I have got a telephonic message from my home in Bihar. The message is that my grandmother has died last night. I have been asked to reach my home in Patna as soon as possible.

So I am leaving immediately. I'll be able to come back when the last rites have been performed. This will be five days from now. If I start on the same evening. I shall reach here before the expiry of the week. So I request you to grant me leave. I assure you that on my return, I'll make up the lost time with my hard work and help from my friends. I shall be grateful for your kind permission.

Yours obediently

Abhay

More
Labels