



Writing Letter, Applications and E-mail

Study the following letter and application

1. Write a letter to your uncle thanking him for the birthday present he had sent for you.

140, D Block
Lajpat Nagar
New Delhi
12 August 20XX
Dear Uncle

Thanks a lot for the lovely present you sent me on my birthday. When I opened the parcel containing your present, I was thrilled. The beautiful wrist watch you sent me was urgently needed by me. All of my friends liked it very much. Its golden strap is really very attractive. As usual, you did not forget my birthday. I am really grateful to you for your care and affection. My love and regards to you and aunty. Thank you once again.

Yours affectionately
Sishir

2. Write an application to the Principal of your school for fee-concession.

9th April 20XX
The Principal
S.R. Higher Secondary School
Kolkata
Dear Sir,

I wish to express before you an earnest request for fee concession. My father is a poor man. His monthly income is only five thousand rupees. We are six members in our family. My father is not in a position to pay my school fees.

I request you to please understand my plight and grant me a full fee concession. I shall always be grateful to you for this act of kindness.

Thanking you in anticipation.

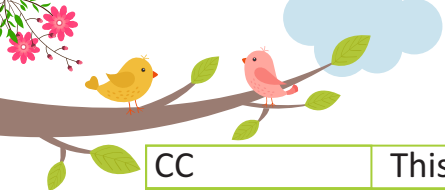
Yours sincerely
Manish Ghosh
Class VI

E-mail Writing

E-mail is a system of sending written message electronically from one computer to another.

Components of an E-mail

To	This field is for the person to whom the e-mail is sent. Here you need to write the e-mail address of this person.
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CC	This field is for any other person you would like this mail to be shared with.
BCC	This field is for any one you would like to share this e-mail but kept a secret from the person (s) mentioned in the field 'To' and 'CC'.
Subject	It mentions in a word or phrase what the e-mail is about.
Body of e-mail	It talks about the subject matter of the e-mail.

➤ **It begins with a salutation**

- ⦿ To a close friend/brother/sister: Dear Shalu/Manu
- ⦿ To a parent: Dear Papa/Mom

➤ **It ends with words and phrases such as the following:**

- ⦿ Love,
- ⦿ Best wishes
- ⦿ Hugs and kisses

Look at the following emails:

Aman has sent the following e-mail to his friend Gaurav.

From: "Aman" <aman@gmail.com>

Date: 05 May 2024 : 7pm

Subject: Birthday Invitation

To: "gaurav" <gaurav@yahoo.com>

Cc:

Dear Gaurav

I'll be 11 tomorrow. I'm celebrating my birthday with my classmates and friends at home in Laxmi Nagar around 6 pm. Please join us. We'll have a great time !

Love

Aman



Skills/Level
WRITING/A2



Gaurav has replied to Aman:

To	aman@gmail.com
CC	gaurav_parents@gmail.com
BCC	
Subject	Re : Birthday Invitation
Dear Aman I'm really delighted to learn that you'll complete 11 years tomorrow. Congrats. I'll surely come. Best wishes Gaurav	
Send	

Write e-mails on the following topics.

1. Write an e-mail to your best friend whom you have not met for a long time.
2. Write an e-mail to your father asking him for some money to buy books.
3. Write an e-mail to your elder sister wishing her birthday.

