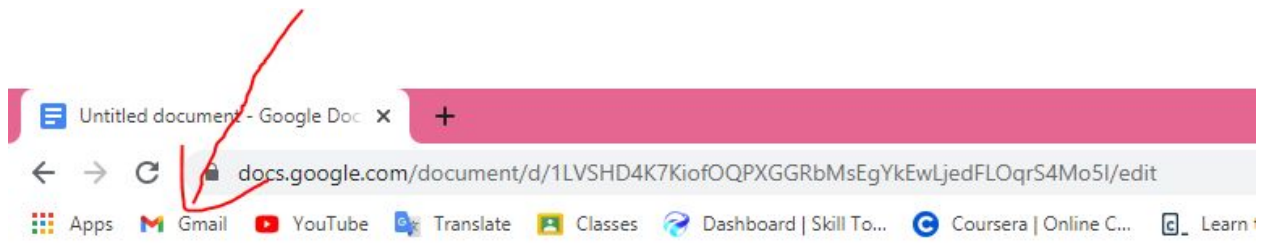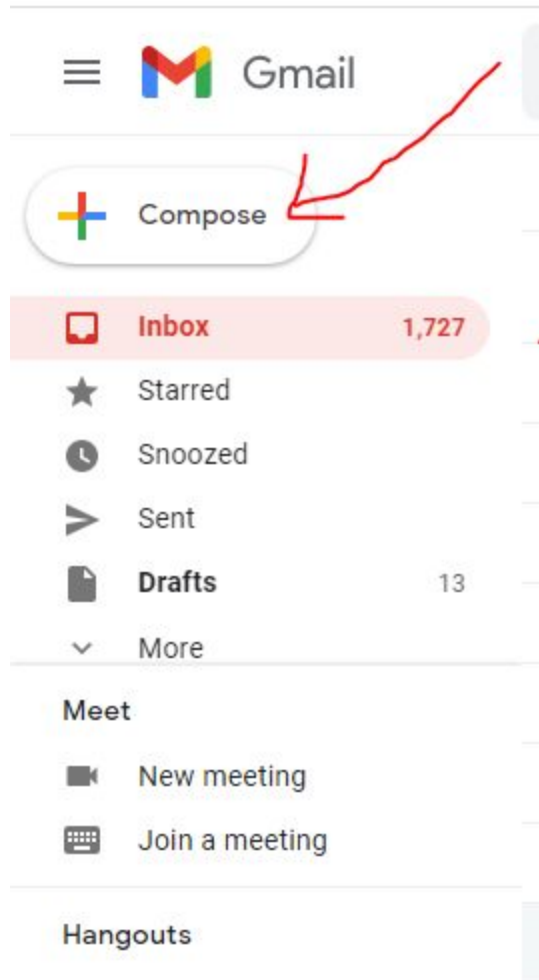**Name:** Aman Jaysingh Yadav
Roll No. : 103   **FYIT**

<u>**IT TOOLS PRACTICAL 4**</u>
<u>**WRITING EMAIL**</u>
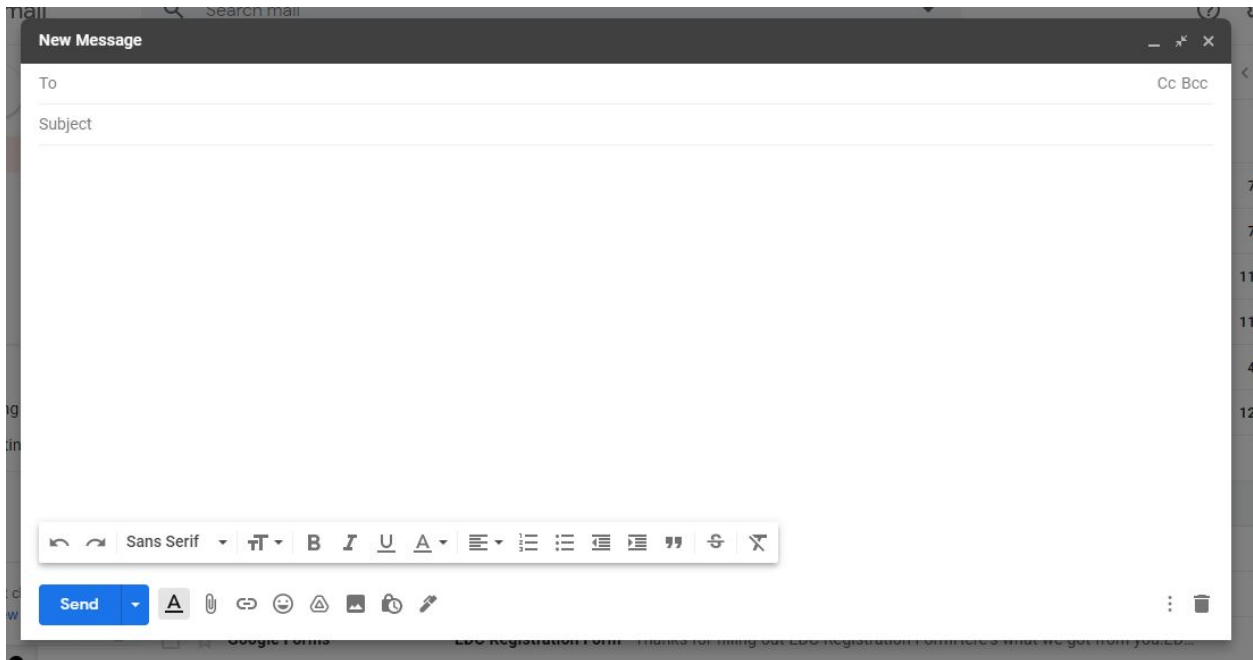
Step1: Open google chrome and click on **Gmail** near the top left of the page.
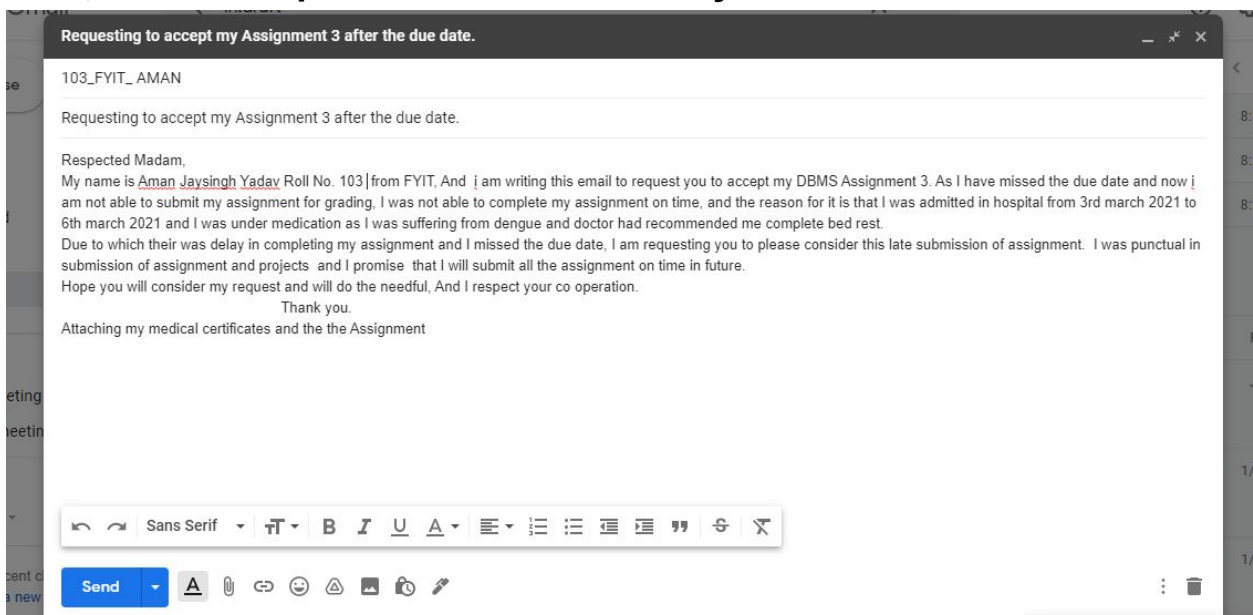

Step2: login your Gmail account and to write an email click on **Compose** button on the left side of the page

STEP3: You can see a page in which you can write the email
First you have to write the email address of the person to whom you want
to send the email and the subject of the email

Here, is an example of formate in which you have to write the email

Requesting to accept my Assignment 3 after the due date.

103_FYIT_ AMAN

Requesting to accept my Assignment 3 after the due date.

Respected Madam,
My name is Aman Jaysingh Yadav Roll No. 103│from FYIT, And i am writing this email to request you to accept my DBMS Assignment 3. As I have missed the due date and now i am not able to submit my assignment for grading, I was not able to complete my assignment on time, and the reason for it is that I was admitted in hospital from 3rd march 2021 to 6th march 2021 and I was under medication as I was suffering from dengue and doctor had recommended me complete bed rest.
Due to which their was delay in completing my assignment and I missed the due date, I am requesting you to please consider this late submission of assignment. I was punctual in submission of assignment and projects and I promise that I will submit all the assignment on time in future.
Hope you will consider my request and will do the needful, And I respect your co operation.
                                        Thank you.
Attaching my medical certificates and the the Assignment

Step4: After writing the email you have to click on send button and the mail will be send to respected person