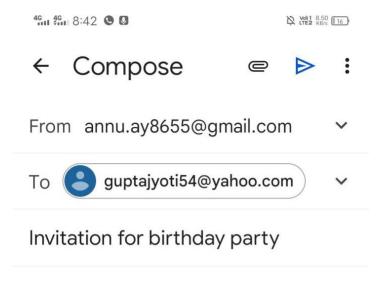
Practical -02

Writing an email

Step 1- Go to Gmail.

Step 2- Go to compose and then write an e-mail.



Dear Jyoti,

I hope you are doing fine. I have something very special to tell you which is that my birthday is on its way and I want you to come over to my place on the (Date: 29/01/22) at (7.00pm) for the birthday party I have arranged for all the friends and family.

Your friend, Annu

