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| **Topic:** | Write a email to Senior on seeking information about sports day’s and more events |
| **SEMIFORMAL EMAIL** | |
| **SUBJECT: Asking info about Sports Day and events**  Dear Yug (Sports Secretary),  I ,Pratik am a fellow student from First year and Comps branch .I have written this email to gain info on the various events happening on Sports day .As the timings of certain events have been rescheduled ,I am finding difficulty in searching for the corrected timings for the required events .Below are some queries related to sports day and the events occurring.   * What are the corrected timings for 800m race, relay and tug of war? * Is there any special event listed where audience participation is required? * When will the award presentations start and end? * Will the principal give a inspirational morning speech? * What measures will be taken against the pandemic situation? * Will there be a live video session to broadcast the different events? * Lastly At what time will all the events be completed?   That’s all I had to ask about the sports day and events. I am glad that you politely listened to my queries and hoping that you answer my Sports Day related question  Sorry for the inconvenience and appreciate the hard work that you put it into this Sports Day    Sincerely Yours  Pratik Pujari  (9167421551) | |

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| **INFORMAL EMAIL** |
| Dear Keyur,  Hi I am Pratik from D3 Batch. Since Sports Day is nearing and there is a lot of management work for you to complete considering you are the “Secretary of the Sports committee” .After all the rescheduling going on, with all the other students I am too confused with some events And you being a member from sports committee, here some questions regarding the Sports Day   * What are the timings for lemon spoon, kabaddi and hockey? * Is there any event listed where teacher’s participation is required? * When will the award ceremony start and end? * Will you motivational morning speech on Sports Day?      * Will they provide free masks for students outside from SPIT? * Will there be a live video session to broadcast the different events? * Lastly Is there any special event for us freshers?   I am happy that you are a sports committee member and expect that you answer my Sports Day related questions.  Thanks mate.    Regards,  Pratik Pujari  (9167421551) |