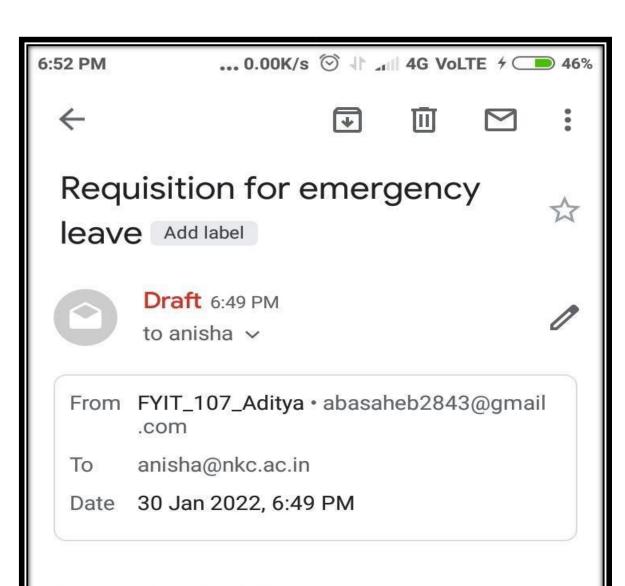
Aditya Pawar FYIT 107

- Steps for sending an E-mail –
- ❖ Make sure you have an appropriate email id.
- ❖ On your device, go to Gmail.
- ❖ Click on "Compose"
- ❖ In the 'To' field add recipients.
- **❖** Add subject
- Write your Message
- ❖ And in the bottom of the page "click Send".
- ❖ You can check your mail in the "sent" option available there



Respected madam/ sir,

My name is Aditya pawar, studying in FYIT, roll no.107. It's hard to express that my grandpa passed away today in village. So I have to take a leave by today itself and I'll be back within 5-6 days.

It's a kind request to please grant me a leave of 5-6 days and by today itself so I can attend his funeral. I hope quick action to be taken regarding this, and sorry for the inconvenience.

Thanks and regards Aditya Pawar