

## **Writing email**

**1. Set up an email address. If you do not already have an email address, you will need to sign up with an email provider before proceeding. Thankfully, there are many free web-based email providers who you can get a free email address with for no cost. Some of the most popular ones include:**





- Gmail**
- Hotmail**
- Yahoo mail**

**2. Click on ‘Compose’ or ‘New’. Before you can write an email, you will need to open a new, blank message box to write your email in. The exact method varies depending on the service you use, but there will usually be a button toward the top of the page with a label like “Compose,” “New,” or “New Message.”**

**3. List the recipients’ email addresses. You do not need to list your own email address, but you do need to specify the email address of the person or people you intend to send the email to.**


**4. Include an informative subject. Every email service will let you type a subject or title for your email in the “Subject” box.**

5. Keep the subject line casual. A subject line is not strictly essential, but it is still a good idea to include a subject. Keep it short, sweet, and to the point.
6. Write the body of your email. The body of your email should be written in the large text box below the subject line.
7. Hit the “Send” button. After you finish typing your email, review it to verify that there are no spelling or grammar mistakes and that the message clearly addresses the matter you wanted to bring up.


 Compose   


From

marupunit3@gmail.com



To

 infoabc97@gmail.com



Complaint regarding poor internet service

← Compose



From marupunit3@gmail.com



To



infoabc97@gmail.com



Complaint regarding poor internet service

Dear sir

I have been a loyal customer of your company for broadband service.

During last few days, I have been facing bad network issues in the broadband connection. The internet speed is mostly much slower than the speed as per my monthly subscribe plan.

I hope you will look into the my internet problem more seriously and try to fix the problem permanently as soon as possible.

