

PRACTICAL 4: WRITING EMAIL

Seeking for your permission Ma'am

sweety@nkc.ac.in

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Respected Ma'am

Greetings of the day

I, Pooja Pramanik, Student of FYIT Roll no 67 is writing this email to you in concern that on 16th of March I won't be able to attend the practical lecture of IT Tools Because on the same day . I have to attend a webminar of AI, IOT .

I request you kindly grant me a leave for 1 practical lecture.

Looking forward for your positive response Ma'am

Encl: My Reports

regards

Pooja Pramanik

FYIT - 67

