


Name- Puja Gupta

Roll no 21 Fyit

Practical 4

Writing Email

From gguptasunny24@gmail.com ▼

To  sweety@nkc.ac.in ▼

Requesting for extension of time for  
assignment 1

Respected ma'am

Good evening

I am Puja Gupta, student of FyBscit and  
my roll no 21. I apologize for not being  
able to complete my assignment 1 on  
time and the missing due date.

Ma'am, I request you to extend the  
submission date of assignment 1. I  
assure that I will submit my assignment  
on that time.

Looking forward for your positive  
response.

Regards  
Puja Gupta  
21-fyit

