

Formal Letter (Application)

Write an application to

***** (01) the Headmaster for permission and monetary help to go on a study tour/an excursion (D.B-13, 15, Din.B-11, 16, S.B-11, 15, 19, B.B-10, 19, C.B-07, 20, R.B-16, 24, J.B-20, M.B-24)

***** (02) the Headmaster for increasing common room facilities (Ch. B-11, B.B-15, 20, 23, S.B-17, Din.B-15, J.B-17, R.B-23)

***** (03) the Headmaster for a computer club (Din.B-09, J.B-09, 13, 15, S.B-04, 20, D.B-12, Ch. B-19, 24)

***** (04) the Headmaster for a debating club (R.B-08, 17, S.B-06, C.B-19, J.B-05, 19, Ch. B-16, B.B-17)

***** (05) the Headmaster for increasing books in the library/library facilities (S.B-07, 22, 24, C.B-09, Ch. B-17, M.B-20, J.B-24)

***** (06) the Headmaster for a seat in the school hostel (J.B-07, B.B-08, S.B-13, R.B-13, C.B-12, Din.B-12, Ch. B-20)

***** (07) the Headmaster for free-studentship/financial help from the poor fund (C.B-15, Ch.B-15, R.B-04, D.B-01, J.B-01, B.B-04, S.B-03, 12)

***** (08) the DC/UNO for relief and medical aids for the flood affected people of your area (D.B-07, 13, 19, 20, R.B-01, 09, 20, Ch. B-02, 10, 13, S.B-02, 16, C.B-03, J.B-03, B.B-03)

***** (09) the chairman for the construction of a bridge/a road/for the repair of a damaged bridge/road (Ch.B.-03, 07, D.B-03, 23, R.B-02)

***** (10) the chairman for sinking a tube well/deep tube well for safe water (Ch. B-08, R.B-06, C.B-03, J.B-02, B.B-01, Ch. B-08, R.B-11)

For Avoiding Risk:

***** (11) the Headmaster for a testimonial (D.B-01, 09, R.B-10, 15, C.B-10, S.B-05, 08, B.B-11)

***** (12) the Headmaster for transfer certificate (J.B-04, 10, S.B-03, 10, B.B-13, R.B-19)

***** (13) the Headmaster for setting up/opening a common room (Din.B-17)

***** (14) An application to the Headmaster/Principal of your school praying for leave in advance.

***** (15) the Headmaster of your school praying for a full-free studentship.

□ Application লেখার সহজ Tips :

- প্রশ্নে প্রদত্ত তথ্য ব্যবহার করতে হবে। যেমন— Student এর নাম, School-এর নাম, Roll no ইত্যাদি।
- Date, Subject সহ আবেদনপত্রের সবকিছু খাতার বামপাশ বরাবর লিখতে হবে।
- সম্পূর্ণ আবেদনপত্রটি এক পৃষ্ঠায় লেখা উত্তম।
- সংক্ষিপ্ত কথায় লিখতে হবে।

□ Application-এর structure (স্ট্রাকচার বা কাঠামো) পরিচিতি :

Suppose, you are Sumon Sarkar, a student of class VIII of Bogra Zilla School. Your father, who is a peon of a private farm, is unable to bear your educational expenses. Now write an application to the Headmaster for a full-free studentship.

10 February 2017

তারিখ (Date)

The Headmaster
Bogra Zilla School.
Bogra. }

প্রাপকের পদবি ও ঠিকানা

(Designation and address of the recipient)

Subject : Prayer for a full-free studentship.

বিষয় (Subject)

Dear Sir,

সম্বোধন (Salutations)

I beg to state that I have been reading in your school for the last two years. I always obtain good marks in examinations. My father is a peon of a private farm. Our family consists of five members. So, my father is unable to bear my educational expenses after maintaining our family. It is a great barrier to my studies.

মূল অংশ
(Body of the letter)

May I, therefore, pray and hope that you would kindly grant me a full free studentship so that I can continue my studies properly.

I remain
Sir
your most obedient pupil
Sumon Sarkar
Class VIII, Roll-5

বিদায়
(Subscription)নাম ও পরিচয়
(Signature & Identity)

১. **তারিখ (Date) :** প্রশ্নে তারিখ উল্লেখ থাকলে সেই তারিখটিই ব্যবহার করতে হবে। আর প্রশ্নে তারিখ উল্লেখ না থাকলে সুবিধামত তারিখ উল্লেখ করতে হবে। 10 February 2015 অথবা February 10, 2015 এই দুইভাবেই তারিখ লেখা যায়। তারিখ লেখার পর নিচে একটু ফাঁকা জায়গা রাখতে হবে।
২. **প্রাপকের পদবি ও ঠিকানা (Designation & address of the recipient) :** যার কাছে পত্র লেখা হচ্ছে তার পদবি (যেমন : The Headmaster) ও তিনি যে প্রতিষ্ঠানের প্রধান সেই প্রতিষ্ঠানের নাম ও ঠিকানা (যেমন : Bogra Zilla School, Bogra) লিখতে হবে। এক্ষেত্রে পদবি ও প্রতিষ্ঠানের নামের প্রথম অক্ষর বড় হাতের অক্ষরে লিখতে হবে।

৩. বিষয় (Subject) : যে বিষয়ে পত্র লেখা হচ্ছে সেটি এখানে লিখতে হবে। (যেমন : Prayer for a full-free studentship.)
৪. সম্বোধন (Salutation) : যার কাছে পত্র লেখা হচ্ছে তাকে সম্মানসূচক সম্বোধন (যেমন : Dear Sir) করতে হবে।
৫. মূল অংশ (Body of the letter) : প্রথমে নিজের পরিচয়, এরপর নির্ধারিত সমস্যা ও তার সমাধানের অনুরোধ করতে হবে।
৬. বিদায় (Subscription) : প্রাপককে যথাযথ সম্মান জানিয়ে পত্র শেষ করতে হবে।
৭. নাম ও পরিচয় (Signature & Identity) : পত্র লেখকের নিজের নাম ও পরিচয় লিখতে হয়। যেমন : Sumon Sarkar, Class-VIII, Roll-5।
1. Suppose, you are Priom/Pritha/Tihan, a student of class ten of Faridpur Model High School, Faridpur. You and your classmates want to go on a study tour.
Now, write an application to the Headmaster of your school seeking permission to go on a study tour/to go on an excursion.

15 January, 2015

The Headmaster
Faridpur Model High School, Faridpur

Subject: **Prayer for permission to go on a study tour.**

Sir

We have the honour to draw your kind attention to the fact that we are willing to go on a study tour at Paharpur, Mahasthangarh and Mainamoti. All these are historical places. Monotonous (একঘেয়ে) classes have made our life dull and boring. A study tour can relieve us from this monotony (একঘেয়েমি) and refresh our mind. Moreover, it will help us to widen the horizon (সীমা) of our knowledge. Two of our teachers have already agreed to guide our team. It may kindly be added for your information that the group will consist of 30 members and we want to spend two days at each place. We think we will need Tk. 3000/- each. We like **to contribute** (দাঁদা দিতে) Tk. 2000/- each and we will need Tk. 30,000/- **in addition to** (অতিরিক্ত) our purpose.

We, therefore, pray and hope that your honour would be kind enough to permit us to go on the tour and sanction (অনুমোদন করা/মঞ্জুর করা) Tk. 30,000/- for the purpose so that we can make the tour successful.

Yours obediently,
Priom
On behalf of the students of class X

2. Suppose, you are Labib/Labiba. You read in Khulna Zilla School, Khulna. Your school has a beautiful common room but it lacks modern facilities.
Now, write an application to your Headteacher for increasing common room facilities.

22 January, 2015

The Headteacher
Khulna Zilla School, Khulna

Subject: **Prayer for increasing common room facilities.**

Sir

We have the honour to draw your kind attention to the fact that our school has a beautiful common room but it lacks modern facilities. It does not provide much scope of enjoyment and entertainment. We cannot enjoy our off period for want of indoor sports materials such as carom, chess, table tennis, etc. There is no television set in our common room, which is the most common source of entertainment (বিনোদন). Moreover, there are no arrangements of keeping more dailies, magazines, periodicals, etc. which are part and parcel for us. We are also **deprived of** (বঞ্চিত) computer and internet facilities. All these things mirror (প্রতিফলিত করে) the whole world. But we are deprived of all these things.

Under the above circumstances, we pray and hope that your honour would be kind enough to increase (বৃদ্ধি করা) common room facilities and give us a chance **to keep pace with** (তাল মিলিয়ে চলতে) the modern world.

Yours obediently,

Labib

On behalf of the students of your school.

3. Imagine you are a student of River View High School, Khulna. You are Joy Ahmed/Joya Akter.

Now, on behalf of the students of your school, write an application to the Headmaster of your school for taking necessary steps to set up a computer club.

2 February, 2025

The Headmaster

River View High School, Khulna

Subject: **Prayer for setting up a computer club.**

Sir

We have the honour to draw your kind attention to the fact that much of our modern life has become greatly dependent upon computer. The device (যন্ত্র) has now become an essential part of our modern life. It has greatly benefited us and brought about a **revolutionary change** (বৈপ্লবিক পরিবর্তন) in our life. In fact, we cannot do a single day without it. But it is a matter of great regret (আক্ষেপ/পরিতাপ) that there is no computer club in our school. As a result, we are being deprived of acquiring the knowledge and facilities of it. Besides, there are many brilliant science students in our school. It is very important for them to acquire knowledge on computer, but they are also being deprived.

We, therefore, pray and hope that your honour would be kind enough **to realize** (বুঝতে পারতে) our problems and take necessary steps to set up a computer club so that we can acquire our knowledge about computer.

Yours most obedient pupil

Joya Akter

On behalf of the students of your school

4. Suppose, you are a student of Natore Govt. High School, Natore. You know that a debating club helps students to develop their power of thinking and reasoning. You also know that it is the centre of all values of education that are essential for making good citizens. But your school has got no debating club.

Now, write an application to the Headmaster of the school seeking permission to set up a debating club in your school.

22 August, 2025

The Headmaster

Natore Govt. High School, Natore

Subject: **Prayer for setting up a debating club.**

Sir

We have the honour to state that our school is one of the most reputed schools in our country. Every year our school team participates in different debating competitions arranged by different TV channels and other educational institutions. It does satisfactory well but fails to top the list as we are not getting the opportunity to train up ourselves in the art of oratory (বাগিতা). It may be mentioned here that debate is the only effective (ফলপ্রসূ) way that helps a student to learn the art of speaking fluently (অনর্গল) on the basis of logical arguments. It also helps the students to develop their power of thinking and reasoning. It is the training ground for making a student a great orator (বক্তা) and a statesman (রাষ্ট্র পরিচালনায় দক্ষ ব্যক্তি) in **later life** (পরবর্তী জীবনে). But it is a pity that there is no debating club to arrange debating competitions and to practise debates at our school. If there had been a debating club, our school could obviously (নিশ্চিতভাবে) have done well in different competitions.

We, therefore, pray and hope that you would be kind enough to take necessary steps to set up a debating club in our school in order to fulfill our long-cherished desire.

Yours obediently

Rupom

On behalf of the students of Natore Govt. High School, Natore

05. Suppose, you are Rahim/Rahima of Govt. Muslim High School, Chittagong. The condition of your school library has become poor and deplorable. Move over, you are in need of sufficient books. Now, write an application to your Headteacher for increasing school library facilities.

22 August, 2025

The Headteacher
Govt. Muslim High School, Chittagong

Subject: Prayer for increasing library facilities.

Sir

We have the honour to draw your kind attention to the fact that the condition (অবস্থা) of our school library has become poor and deplorable. Most of the books have worn out and many of them are outdated (সেকেলে) regarding their contents and ideas. Again there are not adequate (পর্যাপ্ত) copies of books for which we cannot borrow (ধার নেওয়া) the necessary books. There is also a great scarcity (অপ্রতুলতা/অভাব) of reference books. Besides, there are no literary or science magazines in the library. The supply of dailies and weekly magazines is very poor nowadays (আজকাল). The accommodation problem is also very acute. Most of the chairs and tables have become out of use, and the entire environment has become unsuitable to study.

Under the above circumstances, we pray and hope that your honour would be kind enough to take necessary steps to solve the problems and increase library facilities.

Yours obediently
Abdur Rahim
On behalf of the students of your school

6. Suppose, you are Hamid/Hamida of Dinajpur Zilla School and you are in class X. Your father has been transferred to Dhaka. Your family has also shifted there and you have been suffering much for want of an accommodation. Now, write an application to the Headteacher of your school praying for a seat in the school hostel.

22 January , 2025

The Headteacher
Dinajpur Zilla School, Dinajpur

Subject: Prayer for a seat in the school hostel.

Sir

I have the honour to state that I am a student of class X in your school. My father is a government employee. Recently he has been transferred from Dinajpur to Dhaka. Our family has already shifted (চলে গেছে) there. Now I have been suffering much for want of an accommodation (আবাসন). For this reason, my studies are greatly hampered. Besides, I have no relatives here with whom I can live in this town (শহর) and continue my studies. So, I am badly (শোচনীয়ভাবে/দারুণভাবে) in need of a seat in the school hostel.

Under the above circumstances, I pray and hope that your honour would be kind enough **to allot** (বরাদ্দ দিতে) me a seat in the school hostel so that I can continue my studies smoothly (নির্বাহাটে/ঝামেলাহীনভাবে).

Yours sincerely
Hamid
Roll: 10, Class: X
Group: Science

07. Suppose, you are Fahim/Fahima of Faridpur Zilla School and you are in class X. The condition of your father is very poor. At present he is totally unable to bear your educational expenses. As such, you need financial help to continue your studies.

Now, write an application to your Headmaster praying for help from the poor fund.

12 January, 2025

The Headmaster
Faridpur Zilla School, Faridpur.

Subject: **Prayer for financial help from the school poor fund.**

Sir

I have the honour to state that I am a student of class X in your school. Since my admission. I have been doing well in all my examinations. In the last year change examination I stood first obtaining 90% marks **on an average** (গড়ে). However, I would like to inform you that my father is a retired school peon. He has no other source of income except his pension. So, he is no longer in a position to bear my educational expenses after maintaining a large family consisting of seven members. Four of them are studying in different schools and colleges. Unless I am awarded some financial help from the school poor fund, I shall have no other alternative (বিকল্প) than to discontinue my studies.

In these circumstances I fervently (ঐকান্তিকভাবে) pray and hope that your honour would be kind enough to grant me a monthly stipend (বৃত্তি) from the school poor fund so that I can continue my studies properly.

I remain

Sir

Your most obedient pupil

Fahim

Roll No. 1, Section : A

Faridpur Zilla School, Faridpur.

8. Suppose, recently a flood swept over your area. It caused a great havoc. Many people are suffering from want of food, pure drinking water, clothes etc.

Now, write an application to the Deputy Commissioner for relief goods for the flood-affected people of your area.

25 July, 2025

The Deputy Commissioner
Sirajgonj, Bangladesh

Subject: **Prayer for urgent relief and medical aids for the flood-affected people.**

Sir,

We, the inhabitants of Sirajgonj Sadar under this district, have been the worst victims of recent flood. This unprecedented (নজিরবিহীন) flood has caused **untold miseries and sufferings** (বর্ণনাতীত দুঃখ-কষ্ট) to us. The flood water **has inundated** (প্লাবিত করেছে) most of the villages of this area and touched the roofs of many houses. Many homes, properties, and **household articles** (গৃহস্থালি জিনিসপত্র) have been washed away. People are shelterless (আশ্রয়হীন) now and living under the open sky. Moreover, various diseases have broken out in the area and affected the people. Many of them especially the children are suffering from various **water borne diseases** (পানিবাহিত রোগ) like cholera, diarrhoea, typhoid, dysentery, etc. In fact, the miseries of the affected people know no bounds. They are in urgent need of food, pure drinking water, medicine, and clothes.

Under the above circumstances, we earnestly pray and hope that you would be kind enough to make an arrangement of relief goods and medical aids for the flood-affected people.

Yours sincerely

Sabrina Khatun

On behalf of the people of Sirajgonj Sadar Upazilla.

9. Prayer for the urgent repair of a damaged road.

25 July, 2025

The Chairman,
Lahidi Mohonpur Union,
Ullapara, Sirajgonj.

Subject: Prayer for the urgent repair of a damaged road.

Sir,

We, the inhabitants of Lahidi Mohonpur under your union, are facing great difficulty due to the badly damaged condition of the main road that connects our village to the nearby market and school. The road has been severely damaged during the recent rainy season, with large potholes and broken surfaces causing accidents and making it nearly impossible for vehicles and pedestrians to move safely. This damaged road has caused immense suffering, especially for students, patients, and elderly people. In case of emergencies, it becomes very hard to reach hospitals or nearby towns. During heavy rain, the road gets submerged in water, further increasing the risk of injury and isolation.

Under these circumstances, we earnestly pray and hope that you would be kind enough to take immediate steps for the repair of this road so that our communication and daily life can return to normal.

Yours sincerely,

Sabrina Khatun

On behalf of the people of Lahidi Mohonpur.

10 Suppose, you are Basar/Bushra living in the village named Nimgachi. The people of your village have been suffering from insufficient drinking water.

Now, write an application to the Chairman of your Union Council to sink some tube-wells in your locality.

25 September, 2025

The Chairman
Nimgachi Union Council
Dhunot, Bogra

Subject: Prayer for sinking a few tube-wells in our village.

Dear Sir

We, the inhabitants of Nimgachi, have the honour to inform you that ours is a village of about five thousand people. It is a matter of great sorrow that there is only one tube-well in our village. It is not sufficient (যথেষ্ট) for us. So, the people have to drink impure (দূষিত) water from nearby ponds and canals. As a result, many people often suffer from various diseases like diarrhoea, dysentery, cholera, etc. Sometimes these diseases **carry off** (কেড়ে নেয়) a large number of lives. Only sinking a few tube-wells in the village may save these valuable lives.

Under the above circumstances, we earnestly pray and hope that you would be kind enough to sanction **at least** (কমপক্ষে) three tube-wells immediately for our locality and save the lives of the people.

Yours sincerely

AB Basar

On behalf of the people of Nimgachi

11. Suppose, you are Habib/Habiba. You have passed the S.S.C examination this year from Collegiate High School, Barisal. You want to get yourself admitted into a college. So you need a testimonial from your Headmaster.

Now, write an application to the Headmaster of your school for a testimonial.

25 May, 2025

The Headmaster
Collegiate High School, Barisal

Subject: **Prayer for a testimonial.**

Sir,

I have the honour to state that I have passed the S.S.C examination this year from your school bearing Roll No. 236492 from science group and obtained GPA - 5. Now I intend (ইচ্ছে করা) to get myself admitted to a college. So, I need a testimonial from you to be submitted to the college authority. In this connection, I would like to inform you that I took an active part in games and sports and other co-curricular activities during my stay in your school.

I, therefore, pray and hope that your honour would be kind enough to issue me a testimonial referring (উল্লেখ করে) my character, my academic records, and other activities during my stay in your school.

Yours obediently,

Habib

Roll: 236492

Barisal Board

12. Suppose, you are Limon/Lipi of Comilla Zilla School. But recently your father has been transferred to Sylhet.

Now, write an application to the Headteacher for a transfer certificate.

22 January, 2025

The Headteacher,
Comilla Zilla School, Comilla

Subject: **Prayer for a transfer certificate.**

Sir

I have the honour to state that I am a student of class IX in your school. My father is a government employee. Recently he has been transferred from Comilla to Sylhet. Our family has already shifted there. As a result, I have been suffering much for want of accommodation, and my studies are being greatly hampered. Moreover, I have no relatives with whom I can live and continue my study here. And my father is not able enough to accommodate (বাসস্থানের ব্যবস্থা করা) me elsewhere (অন্য কোথাও) in the town. In fact, it has become quite impossible for me to continue my study in your school.

Under the above circumstances, I request you to issue me a transfer certificate so that I may get myself admitted into a new school and oblige thereby.

I remain

Sir

Your most obedient pupil

Limon

Roll: 5, Class: IX

13. Suppose, you are a student of ABC High School, Sylhet. You feel a dire need to set up an English Language Club to improve your overall proficiency in English.

Now, write an application to the Headteacher of the school seeking permission to set up an English Language Club in your school.

22 August, 2025

The Headteacher
ABC High School, Sylhet

Subject: **Prayer for setting up an English Language Club.**

Sir,

We have the honour to draw your kind attention to the fact that we the students of your school feel the dire (ভীষণ) need to set up an English Language Club in our school. We all know that English is the strongest means of **verbal and written** (মৌখিক ও লিখিত) communication all over the world and we cannot do without it for a single day. But our present examination system of English helps only to develop our reading and writing skills. It does not help us to improve our **overall proficiency** (সার্বিক দক্ষতা) in English. As a result, we are **lagging behind** (পিছিয়ে পড়ছি). So we feel an enormous (প্রচুর/বেশি) necessity to have an English Language Club in our school.

We, therefore, pray and hope that you would be kind enough to pass necessary orders to set up an English Language Club in our school in order to fulfill our **long-cherished desire** (বহুল প্রত্যাশিত আকাঙ্ক্ষা).

Yours obediently

Azad

On behalf of the students of ABC High School

14. Suppose, you are reading in Rangpur Zilla School. You have a sister and her marriage/wedding ceremony comes off soon. You need a week's leave in advance for her marriage.

Now, write an application to your Headmaster praying for leave in advance on the occasion of her wedding.

18 June, 2025

The Headmaster

Rangpur Zilla School, Rangpur

Subject: **Prayer for leave in advance.**

Sir

I have the honour to state that my elder sister's marriage ceremony is going to be held on Monday, the 20th June 2025. As such, I will remain busy at home for necessary preparation and arrangement of the ceremony. So, I will not be able to come to school from 19th June to 25th June. For your kind information I would like to add that I am the eldest son of my parents and my father depends much on me in this regard.

I, therefore, earnestly pray and hope that your honour would be kind enough to grant me a week's leave in advance with effect from 19th June. I will be highly obliged for your act of kindness.

I remain

Sir

Your most obedient pupil

Evan

Class: X, Roll: 1

Group: Science

15. Suppose, you are Hasan/Hasna, a student of Sonapur High School. Your father is a poor government employee. You have three school going brothers and sisters. Your father cannot bear your educational expenses.

Now, write an application to the Headmaster/Headmistress of your school for a full free studentship.

5 May, 2025

The Headmistress

Sonapur High School, Noakhali

Subject: **Prayer for a full free studentship.**

Sir,

I have the honour to state that I am a student of class X in your school. Since my admission I have been doing well in all my examinations. This year I have stood second in the class test. However, I would like to inform you that my father is a poor government employee of DC office, Noakhali. He is the only earning member in our family. He has to maintain a large family consisting of seven members with his low income.

I have three school going brothers and sisters. It has become very difficult for his part to bear my educational expenses anymore. Therefore, I am badly in need of a full free studentship.

In these circumstances I fervently pray and hope that your honour would be kind enough to grant me a full free studentship from this month so that I can continue my studies further.

Yours obediently

Hasan

Roll No. 2, Section : B, Class : X

Sonapur High School, Noakhali

16. Suppose, you are Taher/Tahera of Govt. Laboratory High School, Rajshahi. There is no canteen in your school campus. So, the students suffer a lot as they cannot eat anything during tiffin period.

Now, write an application to the Headmaster of your school for setting up a canteen in your school campus.

22 February, 2025

The Headmaster

Govt. Laboratory High School, Rajshahi

Subject: **Prayer for opening a canteen in the school campus.**

Sir,

We have the honour to draw your kind attention to the fact that our school is one of the best schools in Rajshahi city. Students come to this school from distant (দূরবর্তী) places. So, they have to leave their homes early in the morning. They have to stay quite a long time in the school. They need good tiffin to pass this time. But for want of a canteen they have to take Tiffin from outside restaurants. It is both costly and unhygienic (অস্বাস্থ্যকর). Moreover, these restaurants around the school are **the haunts of antisocial people** (অসামাজিক লোকের আখড়া). So, the girl students cannot go there to take tiffin. Setting up a canteen will go a long to meet our needs.

We, therefore, pray and hope that your honour would be kind enough to take necessary steps to set up a canteen in the school campus **to remove** (দূর করতে) the sufferings of the students.

Yours obediently,

Taher

On behalf of the students of your school.

E-mail

1. An e-mail to the railway Station Manager asking him for booking a ticket for you.
2. An e-mail to your father informing him about your preparation for SSC Examination.
3. An e-mail to your younger brother congratulating him for his brilliant result.
4. An e-mail to the manager requesting him to send you a Membership Form.
5. An e-mail to your father in Singapore telling him about your result in your SSC Exam.
6. An e-mail requesting him to visit your house during the Eid vacation.
7. An e-mail to the editor requesting him for sending you the guidelines and other information of the competition.

E-mail কী?

ই-মেইল হলো ইলেকট্রনিক মেইল এর সংক্ষিপ্ত রূপ। এটি আসলে এক ধরনের চিঠি। ই-মেইল পাঠাতে এবং গ্রহণ করতে ই-মেইল ঠিকানা প্রয়োজন। বর্তমানকালে যোগাযোগের ক্ষেত্রে ই-মেইল গুরুত্বপূর্ণ ভূমিকা পালন করছে। ই-মেইল এর মাধ্যমে Text, Picture, Audio এবং Video মুহূর্তের মধ্যেই প্রেরণ এবং গ্রহণ করা যায়।

E-mail এর কাঠামো :

E-mail এর বিভিন্ন অংশ ব্যাখ্যাসহ দেওয়া হয়েছে। মনোযোগ সহকারে পড়ো।

তুমি যে ই-মেইল ঠিকানায় বার্তাটি পাঠাতে চাও তা এখানে লিখবে।	Insert address Remove CC Remove BCC To: <input type="text" value="samin@yahoo.com"/>
Carbon copy-এর সংক্ষিপ্ত রূপ Cc। যদি তুমি একই বার্তা একাধিক ব্যক্তির কাছে পাঠাতে চাও তাহলে এই বাক্সে তুমি তার বা তাদের ই-মেইল ঠিকানা লিখবে।	Cc: <input type="text"/>
Blind carbon copy-এর সংক্ষিপ্ত রূপ Bcc। একই বার্তা কারা পেয়েছে তা যদি মূল গ্রাহককে না জানাতে চাও তবে তুমি এটি ব্যবহার করতে পারো।	Bcc: <input type="text"/>
তোমার ই-মেইলের মূল বিষয়টি তুমি এখানে লিখবে।	Subject: <input type="text" value="summer vacation"/>
যদি তুমি তোমার ই-মেইল বার্তায় কোনো ডকুমেন্ট যেমন: CV, Picture, Audio এবং Video file সংযুক্ত করতে চাও, তোমাকে 'Attach Files' চিহ্নিত ঘরটি ব্যবহার করতে হবে।	<input type="button" value="Attach Files"/>
ই-মেইলের মূল অংশটি এখানে লিখবে।	<div style="border: 1px solid black; padding: 5px;"> Dear Samin How are you? I am fine. How have you spend your summer vacation? All the best Nadia </div>
'Send' বাটন-টিতে ক্লিক করলে মুহূর্তের মধ্যেই কাজক্ষিত ঠিকানায় তোমার ই-মেইল বার্তাটি পৌঁছে যাবে।	<input type="button" value="Send"/> <input type="button" value="Save as a Draft"/> <input type="button" value="Cancel"/>

E-mail লেখার সহজ Tips :

1. ই-মেইল আনুষ্ঠানিক বা অনানুষ্ঠানিক হতে পারে।
2. সম্মানসূচক অভিবাদন যেমন : Dear Sir/Madam এবং আন্তরিক অভিবাদন যেমন : Your sincerely, Yours faithfully ইত্যাদি ব্যবহার করা যায়। কিন্তু যদি ঘনিষ্ঠ ব্যক্তির কাছে লেখা হয় তবে এই রকম আনুষ্ঠানিক ধরন ব্যবহার করা হয় না।
3. ই-মেইল বার্তাটি সংক্ষিপ্ত ও সুনির্দিষ্ট হয়। ই-মেইল বার্তাটি পাঠানোর আগে ভুল হয়েছে কিনা তা পরীক্ষা করে নেওয়া উচিত।

1. Suppose, you will go to Dhaka to attend the marriage ceremony of one of your cousins. So you want to book a train ticket for a fixed day. **Now, write an email to the railway Station manager asking him for booking a ticket for you.**

To : railwaybookingdha@gmail.com

Cc :

Bcc :

Subject : **Ticket booking**

Dear Sir,

I would like to **inform** (জানাতে) you that I have **planned** (পরিকল্পনা করেছি) to go from Chittagong to Dhaka by train on the 7th **instant** (এই মাসের). I need a ticket of the Subarna Express. I request you to keep a **second class** (দ্বিতীয় শ্রেণির) ticket for me.

Thanking you

Rohan Chowdhury
212, Port Colony, Chittagong
Phone No : 0192.....

2. Suppose, you are Sumon. You are going to appear at the SSC examination. **Write an email to your father informing him about your preparation for SSC Examination.**

To : kashem@yahoo.com

Cc :

Bcc :

Subject : **Preparation for SSC Examination.**

Dear Father,

At first take my salam. I am very **glad** (খুশি) to receive your letter. I **assure** (নিশ্চয়তা দিচ্ছি) you that you need not think so much about my studies. I am preparing very well for the SSC examination.

Well, you will be **delighted** (আনন্দিত) to know that I have got GPA5 in the test examination. I have already **completed** (শেষ করেছি) my revision.

Convey (পৌছে দিত) my salam to mother. Pray for me.

Your affectionate son,
Sumon

3. Suppose you are Rafi and you live in Dhaka. Your younger brother is Bappi who lives in another city. Recently, you have informed that he has scored a brilliant result in his annual examination. **Now, write an email to your younger brother congratulating him for his brilliant result.**

To : bappi@gmail.com

Cc :

Bcc :

Subject : **congratulations for brilliant result.**

Dear Bappi,

I've just received your message. I'm very happy to know that you've got GPA 5 in your JSC Exam. **Congratulations** (অভিনন্দন) for your **brilliant** (অসাধারণ) result. I hope you'll do better in future.

Go ahead. I **bless** (আশির্বাদ করি) you from my heart. With best wishes your elder brother,

Rafi

4. Suppose Bangladesh Foundation has an advertisement in the national dailies to form a young learner's group. **Now, write an email to the manager requesting him to send you a Membership Form.**

To : ylgbd@yahoo.com

Cc :

Bcc :

Subject : **Request for sending a membership form.**

Dear Sir,

From your **advertisement** (বিজ্ঞাপন) published in the Daily Star on 5 July 2015 I have come to know that you are going to form a Young Learner's Group. I am **eagerly** (আগ্রহের সাথে) interested to join in such activity.

I have read the prospectus of Bangladesh Foundation. The goal and objectives of this organization attracted me very much. So, I want to take part in forming (গঠনে) the organization.

I request you to send me a Membership Form and conditions for **installing** (স্থাপন করার) the group.

Thanking you,
Shafi

5. **Write an email to your father in Singapore telling him about your result in your SSC Exam.**

To : shahin@gmail.com

Cc :

Bcc :

Subject : **SSC result.**

Dear Father,

Hope that you are **in good health** (সু-স্বাস্থ্যে). You will be glad to know that I have done well in the SSC examination. I have got GPA 5 by the **grace** (কৃপায়) of Almighty Allah. I am very much **excited** (আনন্দিত). But if you were here I would be more happy.

Take care of you health. No more today. With best regards.

Your loving son,
Mahin

6. Suppose, you are Jahir living in Pabna. Your friend Shahrukh Kabir is going to have an Eid vacation next month. **Now, write an e-mail requesting him to visit your house during the Eid vacation.**

To : skabir2000@yahoo.com

Cc :

Bcc :

Subject : **Request to visit our house.**

Dear Shahrukh,

Accept my **cordial** (আন্তরিক) love. Hope you are well. Friend, I would like to invite you to **pass** (কাটানোর জন্য) few days with me in my village during the **ensuing** (আসন্ন) Eid vacation. You will be able to enjoy the wonderful natural beauty here. Here in the river Chitra you can enjoy boating and taking a **thrilling** (রোমাঞ্চকর) bath with great pleasure. My parents will be **highly** (অত্যধিক) glad to **have you** (তোমাকে পেয়ে) amongst us. Hope, I am getting a good news from you very soon.

Yours loving
Jahir

7. Suppose, you want to participate in the Inter-School Debate Competition-2016 organized by The Daily Prothom Alo, one of the leading national dailies in Bangladesh. **Now, write an e-mail to the editor requesting him for sending you the guidelines and other information of the competition.**

To : office@prothom-alo.info

Cc :

Bcc :

Subject : **Request to inform details about the Inter School Debate Competition-2016.**

Dear Sir,

I would like to inform you that I want to **participate** (অংশগ্রহণ) in the Inter-School Debate Competition-2016 **organized** (আয়োজিত) by The Daily Prothom Alo. But while I was going through the daily, I **found** (দেখতে পেলাম) that all types of information **were not provided** (দেওয়া হয়নি). Firstly the entry fee of the competition was not mentioned. Secondly, the topic of debate was not provided too. I will be highly **delighted** (খুশি) if you make a reply through e-mail informing me about these **matters** (বিষয়/ব্যাপারগুলো) in detail.

Respectfully
Shahriar Mahmud