

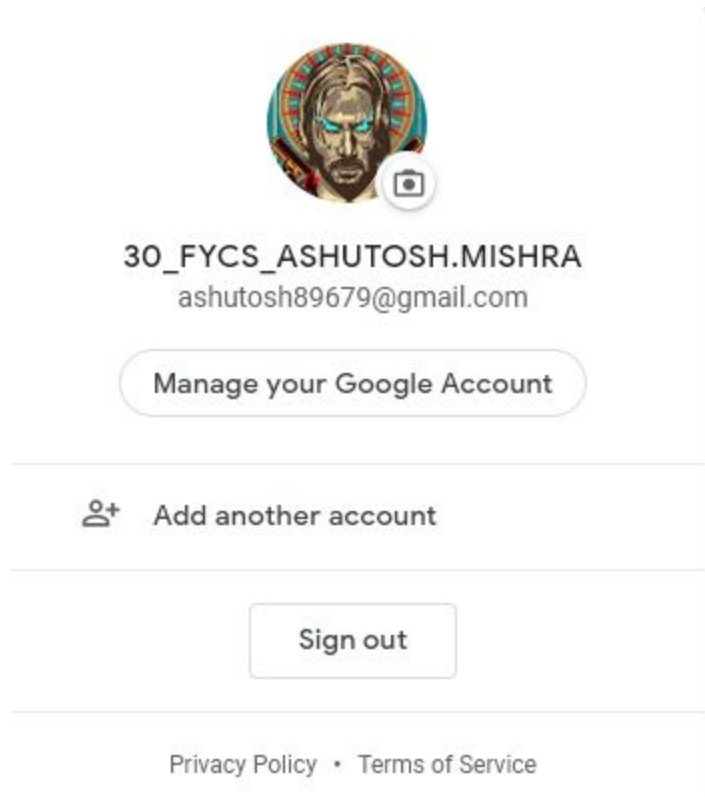
Ashutosh Mishra

FYCS ROLL NO.30

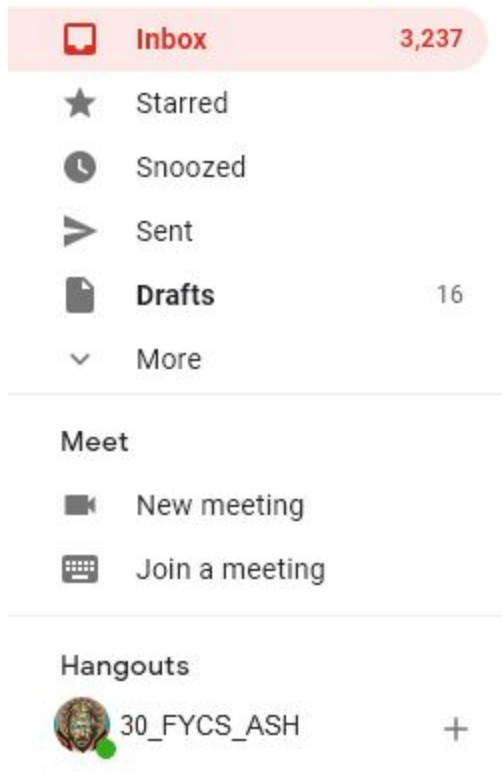
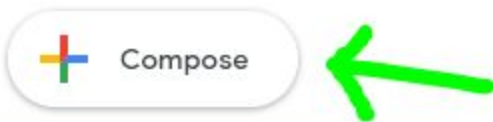
IT TOOLS

Practical No: 4 Writing an Email

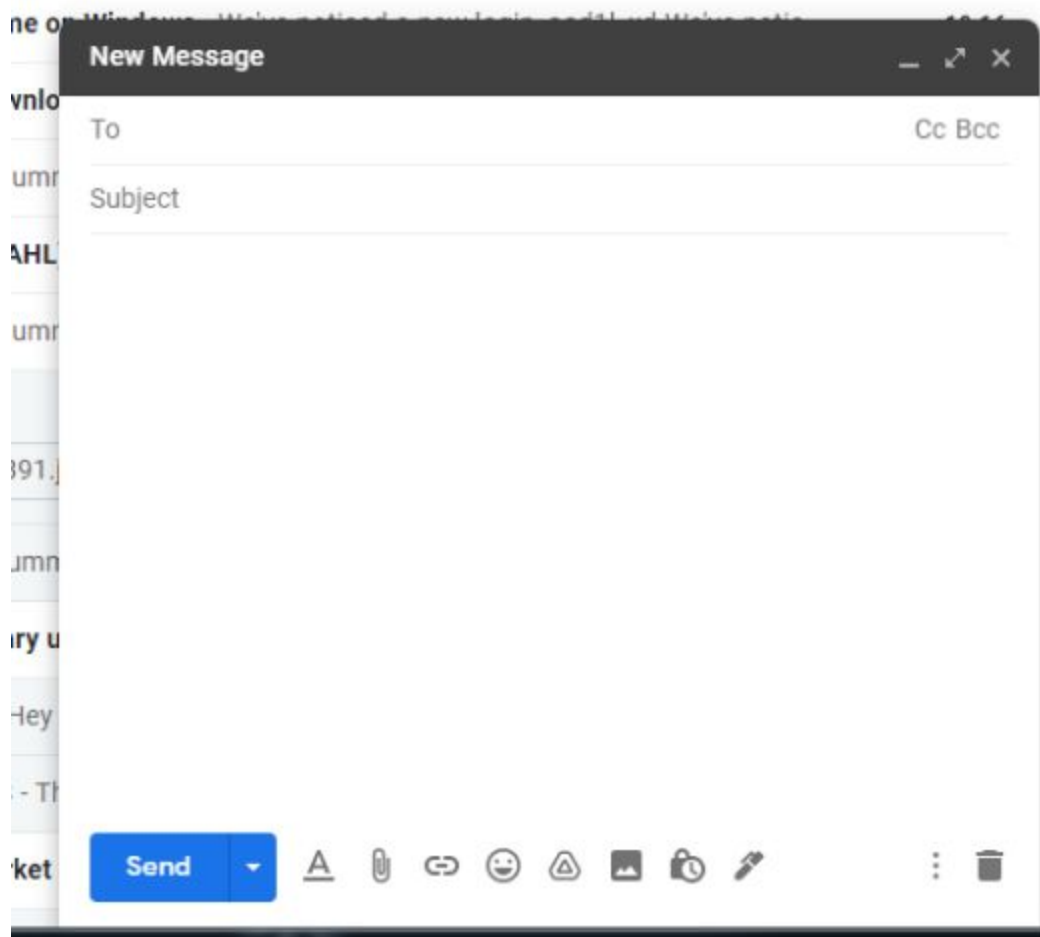
Step 1: Login to your Google account.



Step 2: Search Gmail and click on Compose.



Now you will see a window like this:



Step 3: In the “To” section, type in the gmailid of the person or organization you want to write to and in the “Subject” section describe what you are writing about in a few words.

BOAT

Complaint regarding the quality of the headphones

Hi there,

I purchased the headphones at Perfect Music on Monday, August 11. Later, I discovered that the left headphone wasn't working. Unfortunately, the staff refused to replace the headphones or return my money although I provided the receipt.

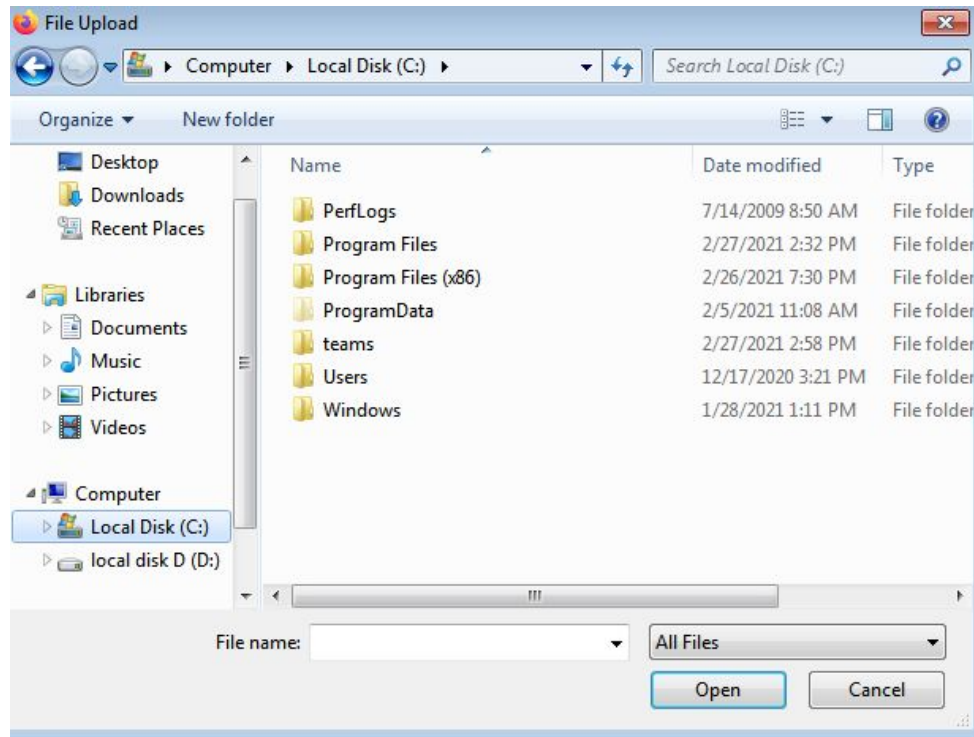
I'm deeply disappointed about the quality of the product and the disrespectful treatment I received in your store.

I hope to have this issue resolved and get my money back, otherwise, I will have to take further actions.

Best regards,  
Ashutosh mishra



You can even use the “attach button” to attach files along with the mail:



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is in Mumbai, Maharashtra, Inc

- Learn on the go Unacademy

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Best regards,  
Ashutosh mishra

Send



If you click on the 3 dots it lets you use some additional features.

## Complaint regarding the quality of the headphones

BOAT

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I'm deeply disappointed about the quality of the product and the disrespectful treatment I received in your store.

I hope to have this issue resolved and get my money back as soon as possible. Thank you for your actions.

Best regards,  
Ashutosh mishra

Default to full screen

Label

Plain text mode

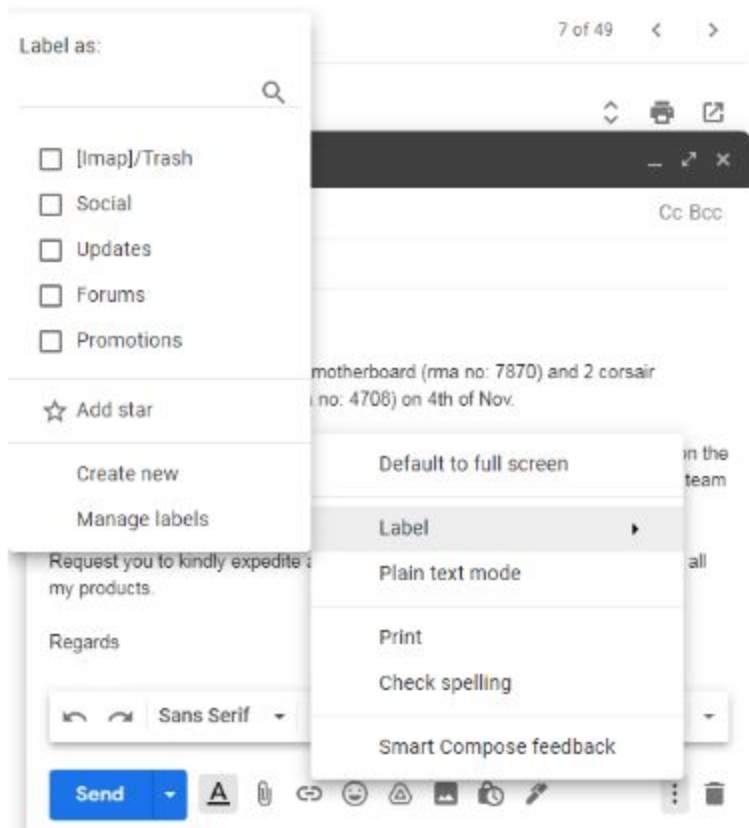
Print

Check spelling

Smart Compose feedback

Send

You can label your mail as (trash/social/forum/promotion)



Step 3: Once you are done with typing and formatting click on “SEND” to send your mail.

## Complaint regarding the quality of the headphones



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