





**PRACTICAL NO – 4**  
**(WRITING EMAIL)**

**NAME – Gunja Singh**


**ROLL NO – 88**

**CLASS - FYIT**


 **Compose**   


From

gunja2257@gmail.com



To

 SWEETY GARG



Regarding for IT tools Assignment 1  
summiton

Respected Madam/ Sir  
Good Morning  
I, Gunja Singh student of FYIT Roll no 88  
is writing this email to you in concern  
with my missing summiton of IT tools  
Assignment 1 as I was admitted in  
hospital from 12.02.2021 to 20.02.2021.

I Request you kindly allow me to summit  
my assignment by sunday 28.02.2021.

Looking forward for your positive  
response.

Encl: My Reports

Regards  
Gunja Singh  
FYIT-88



