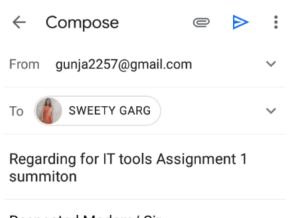
PRACTICAL NO - 4 (WRITING EMAIL)

NAME – Gunja Singh ROLL NO – 88 CLASS - FYIT



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