

### WRITING AN EMAIL:

E-mail is defined as the transmission of messages on the Internet.

It is one of the most commonly used features over communications networks that may contain text, files, images, or other attachments.

Generally, it is information that is stored on a computer sent through a network to a specified individual or group of individuals.

Email messages include three components, which are as follows:

- **Message envelope:** It depicts the email's electronic format.
- **Message header:** It contains email subject line and sender/recipient information.
- **Message body:** It comprises images, text, and other file attachments.

### SOME COMMON TYPES OF E MAIL ARE

1. NEWS LETTER EMAIL
2. LEAD NURTURING EMAIL
3. PROMOTIONAL EMAIL
4. TRANSACTIONAL EMAIL
5. PLAIN -TEXT EMAIL
6. WELCOME EMAIL

### SOME COMMON SITES OF EMAIL ARE:

1. Aol
2. Zoho
3. Gmail
4. Protonmail
5. Com
6. Yahoo
7. Microsoft outlook

### STRUCTURE OF EMAIL

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## Heading 1

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From: hitakshitalaviya@gmail.com



To: Ashok Talaviya;



Cc &amp; Bcc

Invitation of Farwell Party 2021

Respected Sir

Regards of the Day,

I, Heeta Talaviya member of ABC Union Club memberno-2032 is writing you this letter to draw your attention towards Farwell Party 2021 organized by our club in memorable completion of 25 years

As you being the member of this club would you like to invite you on this memorable day

Schedule :

Day : Sunday

Time : 7:00 pm

Date : March 8 21

Venue: City red hall, thane(w)

Contact no.000000000000

Your presence , our gesture

Looking forward towards your positive response

Encl:

Signature