

## **EMAIL**

**1.**

### **Subject: Thank You for Your Warm Hospitality**

Dear [Name],

I hope this message finds you well. I wanted to express my sincere gratitude for the warm hospitality you showed during my recent visit. Your kindness, and thoughtfulness truly made me feel welcome and comfortable. I thoroughly enjoyed my time and appreciated every moment.

Thank you once again for making my visit so pleasant. I look forward to the opportunity to return the favor in the future.

**2.**

### **Subject: Report on Our School's Prize-Giving Ceremony**

Dear [Recipient's Name],

I hope you're doing well. I am writing to share a short report about the Prize-Giving Ceremony held at our school on [Date]. The ceremony began with a recitation from the Holy Quran, followed by speeches from the principal and chief guest, who encouraged us to continue working hard.

Prizes and certificates were awarded to students for their outstanding performance. The event also included cultural performances by students, which added joy and charm to the program.

It was a day of pride and motivation for all of us. The efforts of both students and teachers were truly appreciated.

**3.**

### **Subject: Importance of Reading Newspapers**

Dear [Recipient's Name],

I hope you are doing well. I wanted to share a few thoughts on the importance of reading newspapers. In today's world, staying informed is essential, and newspapers play a vital role in helping us understand current events, both locally and globally.

Reading newspapers regularly not only improves our general knowledge but also enhances vocabulary, critical thinking, and awareness about social, political, and economic issues. For students, especially, it supports academic growth and prepares them for competitive exams and future responsibilities.

In short, it is a valuable habit that contributes to personal and intellectual development.

**4.**

### **Subject: Update on My Academic Progress**

Dear [Recipient's Name],

I hope you are doing well. I wanted to share a brief update on my academic progress. I have been focusing on my studies and putting in consistent effort to improve. Recently, I have [mentioned specific subjects like Math and English], and I am also working on areas where I need improvement.

I am attending classes regularly, completing assignments on time, and trying to stay organized with my study routine. I am confident that with continued hard work and guidance, I will achieve even better results in the coming days.

Thank you for your support and encouragement.

**5.**

**Subject: Information About Our School's Co-Curricular Activities**

Dear [Teacher's Name],

I hope you are doing well. I would like to share some information about the co-curricular activities available at our school. Besides regular classes, our school offers many activities to help students develop their skills and interests.

Some of the activities include sports such as football, cricket, basketball, and badminton. These sports help students stay active and learn the importance of teamwork and discipline. Our school also has various clubs, including the debate club, science club, drama club, and art club.

Moreover, we organize cultural events like music, dance, and drama performances. These events allow students to express their creativity and celebrate different traditions.

**6.**

**Subject: Advice to Avoid Evil Company**

Dear brother,

I hope you are fine. I am writing to remind you to be careful about the friends you choose. Bad company can waste your time, spoil your character, and distract you from your studies.

Always spend time with people who inspire you, respect you, and help you achieve your dreams. Remember, a single wrong step can harm your future.

I trust you will follow this advice and stay focused on your goals.

**7.**

**Subject: Request for Setting Up a Multimedia Classroom for Class 10**

Respected Sir/Madam,

I hope this message finds you in good health. I am writing to request the establishment of a multimedia classroom.

With the advancement of modern teaching methods, multimedia tools such as projectors, interactive boards, and audio-visual aids can greatly enhance our understanding of various subjects. This facility would make lessons more engaging, help visualize complex concepts, and improve overall academic performance. We believe that the introduction of a multimedia classroom will benefit both students and teachers.

I therefore kindly request you to take the necessary steps to set up a multimedia classroom at the earliest convenience.

**8.**

**Subject: Request for Opening a Debate Club**

Respected Sir/Madam,

I am writing on behalf of the students of Class 10 to request the opening of a debate club in our school.

Debate is an important activity that develops confidence, logical thinking, and public speaking skills. It also helps students improve their knowledge and express their opinions effectively. By having a debate club, we can regularly arrange practice sessions and competitions, which will benefit students academically and socially.

I, therefore, kindly request you to take the necessary steps to establish a debate club in our school at the earliest.

**9.**

**Subject: Advice on How to Do Well in Exams**

Dear Habib,

I hope you are doing well. As our final exams are approaching, I thought of sharing some advice to help you prepare better. First, make a clear timetable covering all the subjects and follow it strictly. Give more time to the subjects you find difficult.

You should revise your lessons daily and make short notes for quick review. Practice solving previous years' question papers, as they will give you a clear idea of the question patterns.

Also, take proper rest, eat healthy food, and stay calm. A healthy mind and body will help you perform your best in the exam hall. I believe if you follow these steps, you will achieve excellent results.

## **Price Hike**

Price hike means the rise of prices of daily necessary goods. Nowadays it has become a very serious problem in our country. The prices of rice, oil, vegetables, fish, meat, clothes, and medicine are going up every day. Poor and middle-class people suffer the most because their income does not increase with the price. As a result, many families cannot buy enough food and other daily needs. Sometimes dishonest businessmen and hoarders keep goods hidden to sell them at a higher price. This makes the situation worse. Price hike also creates social problems like frustration, crime, and inequality in society. To control this problem, the government should take strict steps against dishonest traders and keep a close eye on the market. People should also be honest in their business. If we all try together, we can reduce the problem of price hike and make life easier for everyone.

## **Environment Pollution**

Environment pollution is one of the greatest problems in the world today. It occurs when harmful substances are released into the air, water, and soil, causing damage to the natural environment. The main types of pollution are air pollution, water pollution, sound pollution, and soil pollution. Factories, vehicles, plastic waste, and the excessive use of chemicals in agriculture are major sources of pollution. As a result, humans, animals, and plants all suffer. Pollution causes serious health problems such as breathing issues, skin diseases, and even cancer. It also leads to global warming and climate change. To control pollution, we must plant more trees, reduce plastic use, and keep our surroundings clean. Factories should follow environmental rules, and people must be aware of the dangers of pollution. If we don't act now, our future generations will suffer badly. Saving the environment means saving our own lives.