

Paragraph:-

Topic sentence

supporting sentences

concluding sentence

formal letter:-

Leave letter

To

Date

salutation,

subject:- - Reg.

--- BODY ---

Thanking You.

yours obediently,

(sign)
[NAME IN BLOCK LETTERS]

From

Date

TO

salutation,

subject:-

--- BODY ---

Thanking You,

Yours truly,

[NAME IN BLOCK LETTERS]

EMAIL

From: xyz@gmail.com

Date: 00.00.0000 Monday 00:00:00

TO: mrh@mallareddyuniversity.ac.in

subject:- - Reg.

salutation,

--- BODY ---

yours obediently,

xyz

Report writing:-

Date

To

Ref:-

salutation,

— BODY —

Yours faithfully

(NAME IN BLOCK letters)

[DESIGNATION]

Essay writing:-

Introduction

Body

Conclusion.