









PRACTICAL NO -4: WRITING AN EMAIL

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From: vidpatel677@gmail.com 

To: [SWEETY GARG;](#)  [Cc & Bcc](#)

Excuse from IT Tools Practical Dated 25.02.2021

Respected Madam/Sir
Good Morning
I, Vidhi Patel, student of FYIT Roll No- 61 is writing this email to you in concern with my missing submission of IT Tools Assignment 3 as I was admitted in hospital from 18.02.2021 to 25.02.2021.

I request you kindly allow me to submit the same by Sunday 28.02.2021.

Looking forward for your positive response.

Encl : My Reports

Regards
Vidhi Patel
FY BSc IT Roll No-61

Sent from [Mail](#) for Windows 10
