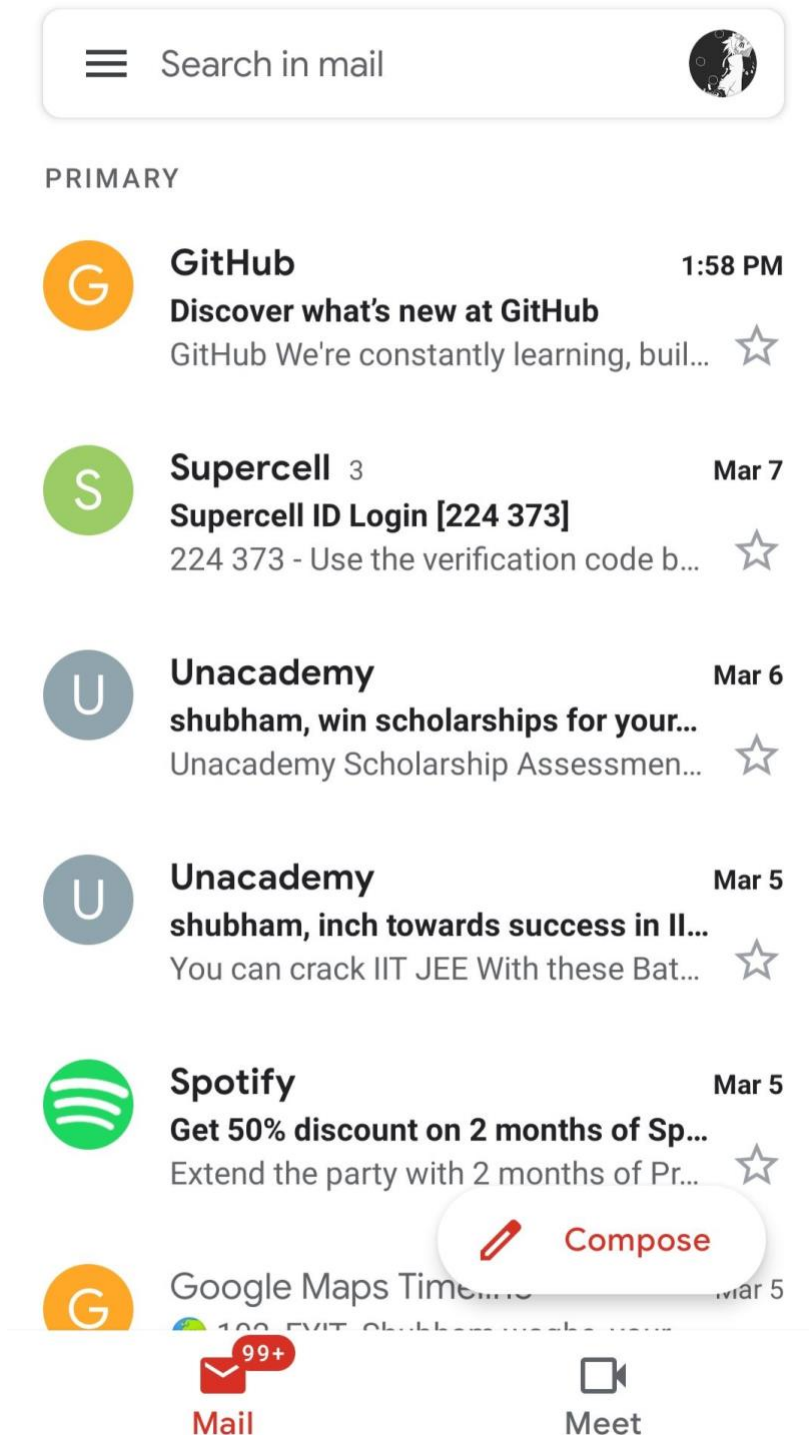


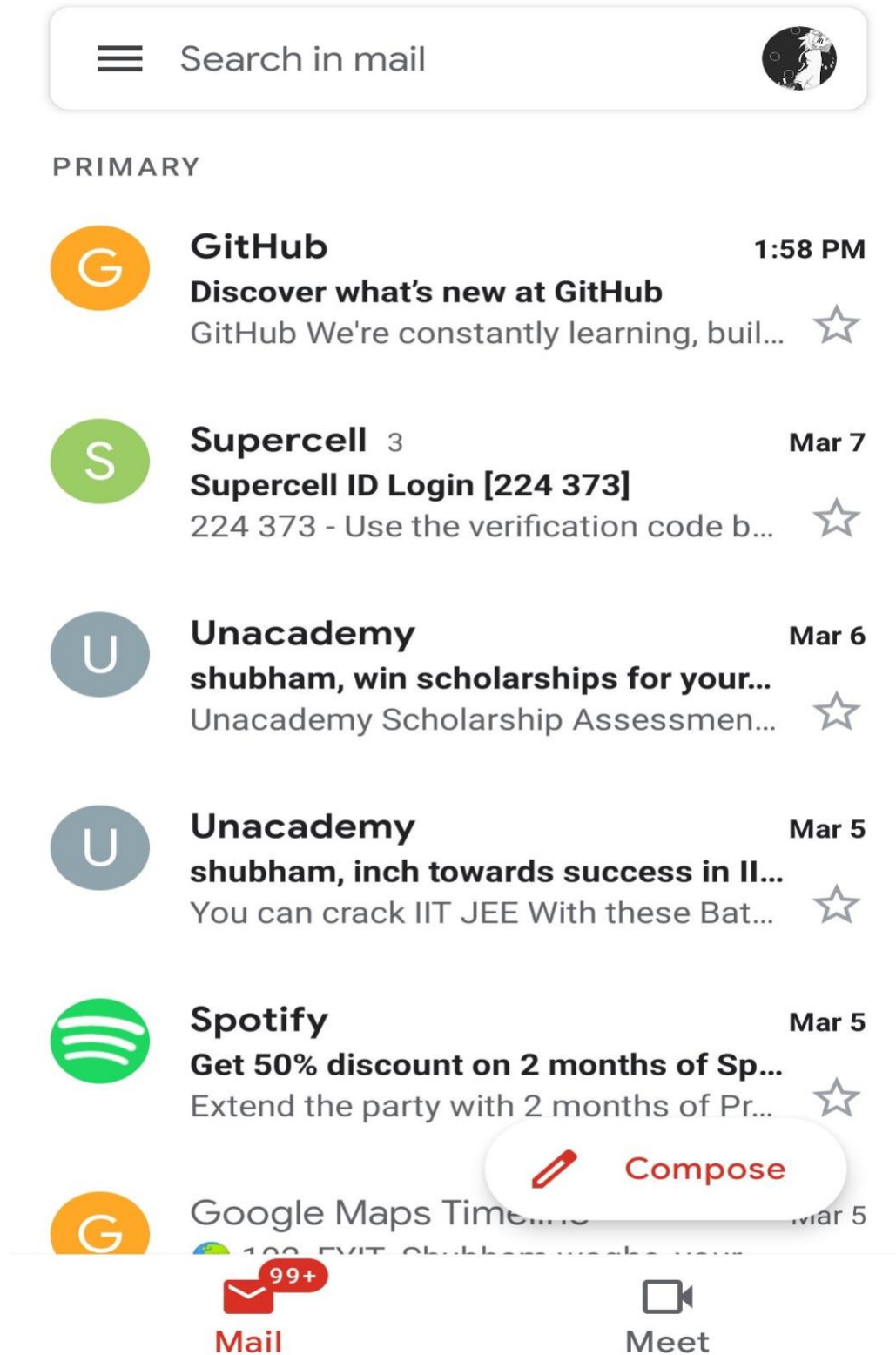
Practical 4

Writing an email




1. Go to mail.google.com in any browser or to gmail app on mobile phone




2. Click on compose to write a mail and start writing a mail



3.After completing your mail click on send

← Compose   

From shubhamwaghe956@gmail.c... ▼

To  wagheshubham956@gma... ▼

Leave Application

Dear sir / madam

With respect I apply for leave off 5 days I have to attend the marriage of my brother I promise you that I will complete my work as I come back for function so I want leave from 1/3/2021 to 5/3/2021

Kindly grant me leave for 5 days I will be really grateful for this gesture

Thank you

You sincerely
Shubham Waghe
Fybsc IT
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4. Final look after sending

