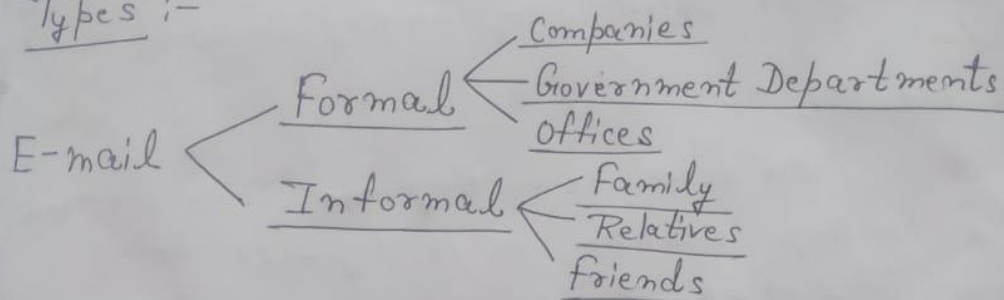


## E-Mail Writing

- Email refers to electronic mail.

It is a communication system that sends and receives messages through internet by using specific e-mail address.

- Types :-



### FORMAT

From : \_\_\_\_\_ (Sender's email address)  
To : \_\_\_\_\_ (Recipient's email address)  
DATE : \_\_\_\_\_  
Subject : \_\_\_\_\_

→ Salutation:

→ Body

- Introduction
- Detail
- Conclusion

→ Subscription

- Regards
- Sender's name
- Designation