

30.04.24

E-mail Writing

Write an e-mail to the Principal of your school requesting her to send a team of children from class 9 and 10 to participate in the open interactive session which will follow the play on 'World Water Day' celebration.

From : students@gmail.com
To : principal.abc@xyzschool.com
Cc : abc@gmail.com
Date : 30th April, 20XX

Subject : Interactive session on World Water Day

Dear Sir/Ma'am

This is to inform you that, we, students of Class X have come to know that Delhi Public School, Delhi is going to organise a one-act play on World Water Day, i.e. ~~20th May~~ ^{June}, 20XX in their School Auditorium to mark the occasion and create awareness. The play will be followed by an interactive session on the same.

Taking keen interest in the program, we request you to allow a team of children from Class IX and X to participate in the interactive session. It will be a Great Opportunity for us to interact with other students and ~~enhance~~ improve our knowledge and enrich themselves.

Kindly understand and oblige

~~Thanking you~~ Regards

abc

(Student of Class X 'C')