

Basic Spoken English Course



ENGLISH में
E-MAIL कैसे लिखे?

• **LIVE**
8 P.M.

Class 22

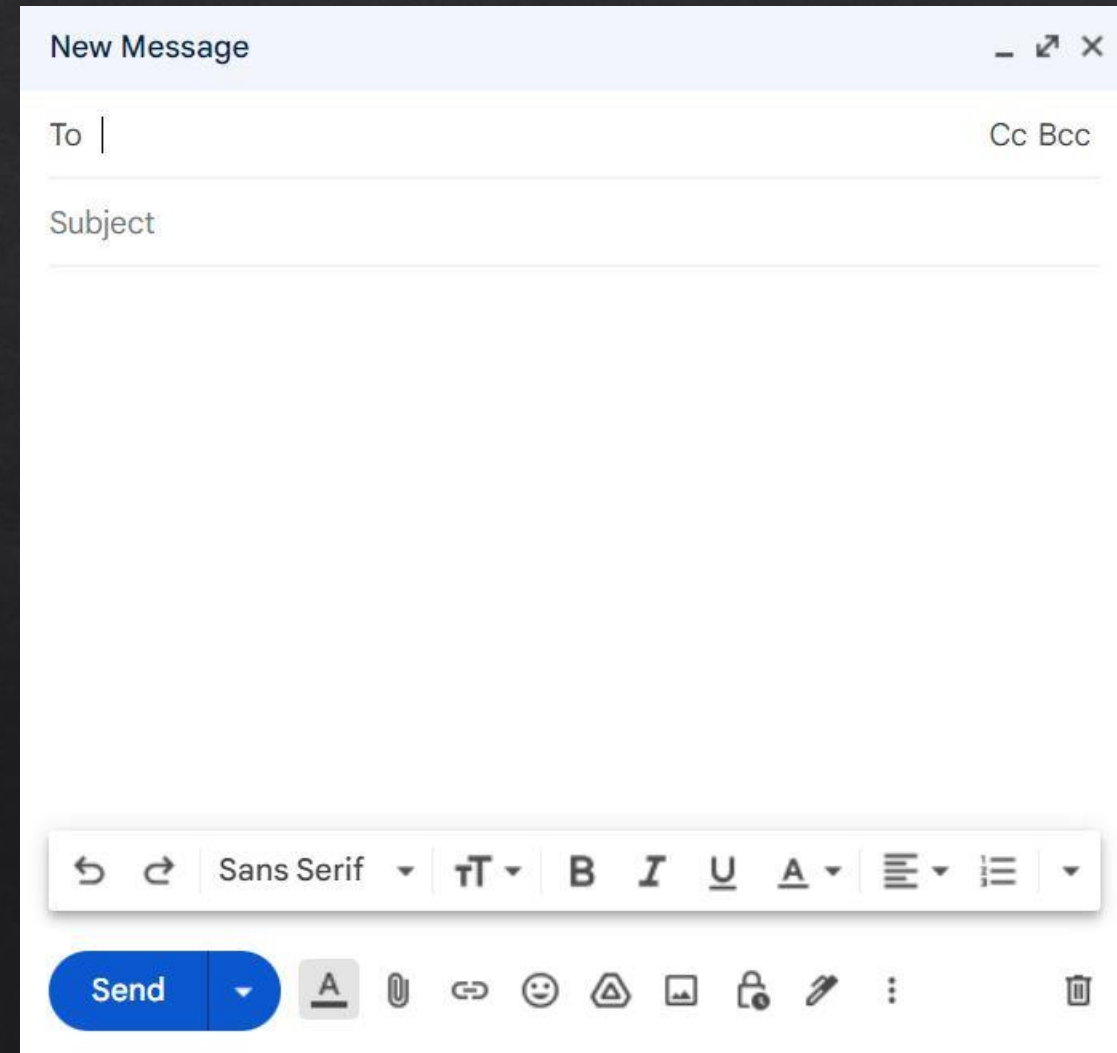
DETAIL में समझिये

अब कभी कोई गलती नहीं होगी

Email Writing

Format of an email

1. **Sender's Address (From)**
2. **Receiver's Address (To)**
3. **Cc (visible id's to the receiver)**
4. **Bcc (invisible id's to the receiver)**
5. **Subject**
6. **Salutation**
7. **Main body (intro, purpose, conclude)**
8. **Complimentary Closing**
9. **Attachments**
10. **Signature Line**



The image shows a screenshot of an email composition window titled "New Message". The window has a light blue header with a close button (X) and a refresh button (↺). Below the header, there are three input fields: "To" (with a vertical cursor), "Cc", and "Bcc". Below these fields is a "Subject" field. The main body of the email is a large white area. At the bottom, there is a rich text editor toolbar with icons for undo, redo, font face (Sans Serif), font size (T), bold (B), italic (I), underline (U), text color (A), bulleted list, and numbered list. Below the toolbar is a blue "Send" button with a dropdown arrow, followed by icons for text color, attachments, links, emojis, images, locks, and a trash can.

Salutation and opening of an email

1. Hello / Dear / Sir / Ma'am
2. I hope this email finds you in good health and spirit. I am delighted to inform you that.....
3. Greetings of the day
4. To whom it may concern

Main body of an email

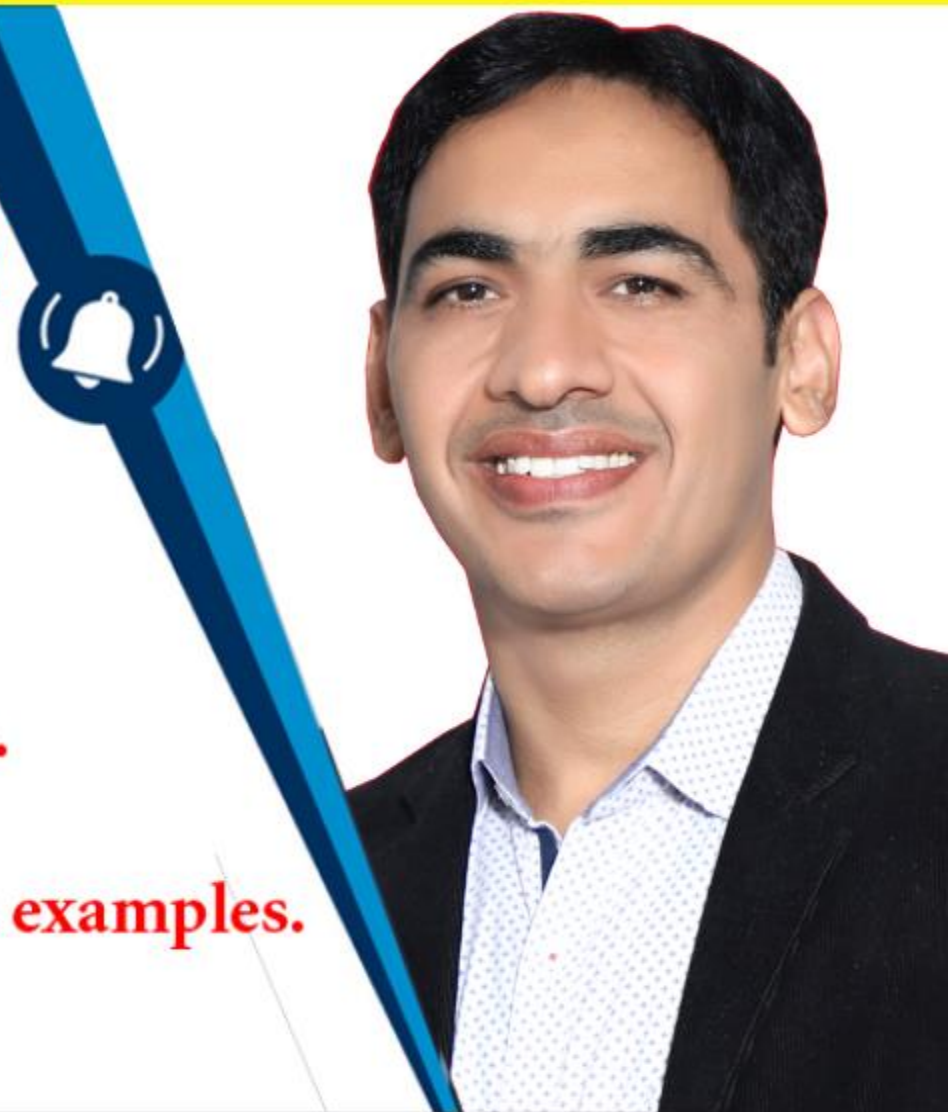
- 1. I am writing to you with reference to your email dated.....**
- 2. With regard to our phone call.....**
- 3. In response to your email dated.....**
- 4. Considering your quote.....**
- 5. I hope this email finds you in good health and spirit. I am delighted to inform you that.....**
- 6. This is to inform you that....**
- 7. PFA (Please find attached)**

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- 1000 daily use English **sentences**.
- 500 word meanings for **vocabulary**.
- 500 Verbs with all three **forms and meanings**.
- Study notes on all English Grammar topics **with examples**.



अब बच्चा बच्चा **English** सीखेगा वो भी **FREE** में

Closing/subscription of an email

- 1. Looking forward to hearing from you soon.**
- 2. Thanks in advance**
- 3. I appreciate your (help, feedback, input)**
- 4. I would appreciate your prompt attention to this matter.**
- 5. Best Regards / Warm Regards / Sincerely**
- 6. Sending love/blessings/best wishes**

Sample of an email

Partnership Opportunity with [REDACTED] English Lovers Inbox x



[REDACTED] <shubhangi.satpute@unacademy.com>
to me ▾

Sat, 10 Dec, 18:12 (4 days ago) ☆ ↶ ⋮

Hello Mr. Satender,

Hope you are doing well.

I am [REDACTED] I lead the New Initiatives division in the company [REDACTED] is India's largest online learning platform with presence across [REDACTED] test prep categories and catering to [REDACTED] million+ learners in the country. We are constantly on the lookout for new ways to democratise education and make it accessible to all learners in India.

I came across your Youtube channel on Spoken English training .The youtube videos, shorts are very informative in nature and with real life examples which makes it even more exciting.

We are planning to launch the Spoken English category on the [REDACTED] platform. We would like to have a discussion with you on how we can collaborate and make this successful.

Kindly let me know a convenient time to connect with you to take this forward.

Looking forward to hearing from you soon!

Regards,



AVP - New Initiatives

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Thanks for watching

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