

# Email Writing

## **What is an email:**

An email is electronic mail. At present, the email is well recognized as a vehicle of communication. Email is actually a form of letter writing. There are many rules to follow for email writing. As a result, there is no standard format for email writing.

Emails are written in many formal or informal ways. The ways one can follow for email writing are:-

1. There will be meaningful subject in email box.
2. The message will have to visualize in a certain headlines.
3. The email will not be too long.
4. Words or phrases will be in capital letter.
5. You should be careful for punctuation mark.
6. You will have to be careful to divide formal and informal email.

One may follow this following format:

Sender's **name** and **address**

**Date: 7 July 2021**

**Recipient's address: xyz\_123@yahoo.com**

**Subject: Requesting publication of -----**

**Salutation**

**Dear Mr. Rahman,**

**Body**

**Closing Signature**

**Suppose you are an owner of a shopping mall. Read the following email sent by a manufacturing company.**

From : sadad.hussain@gmailcom

Date : June 12,2015

To : swapnadptstore@yahoo.com

Sub : Re- Proposal to supply products for the departmental store.

Dear Sir,

We have come to know that you have recently opened a departmental store in Banani, Dhaka with a new marketing strategy. We appreciate your innovative steps to market processed shelf products preferred by your Banani and Gulshan clients. In this context, we are introducing ourselves to you with offer of mutually beneficial partnership with you. You would be happy to know that we are an industry producing exactly the processed agro and food products as your store is selling.

We have a wide range of products like dairy products, grocery products, condiments and spices, food grains, processed vegetables, processed meat and fish products, canned items, juice and oil products, bakery products, etc. of high standard. Quality is assured as we are also exporting most of these products. Moreover, all our products are tested and certified by Bangladesh Standard Testing Institute (BSTI) and Bangladesh Centre of Scientific and Industrial Research (BCSIR).

In case of orders, we would supply according to your requirements and when you let us know. Please, have a look at our enclosed offer of price and commission that include delivery. I am available for any query and discussion with you. We hope to establish a long term mutually beneficial business relation and look forward to your positive response.

Regards,

Md. Saadat Hussain

Marketing Director ACI, Dhaka

**Suppose you have passed HSC Exam. You have got an email from the authority of a private university about admission. Now write a reply to the authority concerned for further information about admission. E-letter of the private university accepting the student for admission.**

From : ahamid-dregister@hotmail.com

Date : July 21, 2015

To : moniruzzaman@gmail.com

Sub: **Re-** Admission for law course.

Dear Sir,

Thank you for your email expressing your willingness to get admission in our university. We have checked your academic results and documents you sent by attachment. We are pleased to accept you for our law course. We are close to getting all students for Section A of the course. Therefore, we would advise you to complete the admission formalities as early as possible. Admission for section A would give you some discount. Please be sure that the law course in our university is well recognized in the country. Renowned teachers and law practitioners in the country are teaching the course. The quality and standard is high. And you have made the right choice for admission. Please check our website for information and complete the admission process. Welcoming you to the university and wishing you success in the course.

Yours sincerely,

A. Hamid Deputy Register Daffodil International University, Dhanmondi, Dhaka

**Suppose you are an HSC candidate. You have an email from education board to check your registration card. Now write a reply to the Inspector of the board.**

From : ahmedshafiq@gmail.com

Date : May 11, 2015

To : inspectoroeduexams@yahoo.com

Sub: Re- Checking registration card

Dear Sajid Karim,

We have lately issued registration cards for the HSC examinees of 2015. We have sent the same electronically to the colleges with a request to come back to us for any mistake, omission, or correction within two weeks. We have got confirmation of receipt of registration cards for your college. But we are yet to receive the same for five examinees of your college including yourself.

Please, check whether you have received your registration card and whether it is alright and let us know quickly. Looking forward to your quick response.

Sincerely,

Ahmed Shafiq