

Draft an email to Municipal Commissioner of Ahmadabad complains regarding bad roads in your area.

From: ananyapatel@gmail.com
To: municipalamdabad@gmail.com
Subject: Complain regarding Bad Roads
Date: 11 th May, 2023

Respected Sir/Madam,

I would like to draw your kind attention to the bad condition of roads in my locality, Dharmnath Society, Bopal. The roads are broken at many places. There is no smooth run for transport. The road has not been repaired for the long time. There are many pits on the road. So it will cause accident.

Hence, I request you to look into this matter urgently. I am sure that you will consider our complaint and solve it as early as possible. I am waiting for your positive reply.

Thanking you.

Yours faithfully,
Ananya Patel

Krunal Chaudhary writes an email to the Bank Manager on sbimehsana@gmail.com to grant an education loan for higher study.

From: krunal@gmail.com
To: sbimehsana@gmail.com
Subject: Requesting to grant education loan
Date: 11 th June, 2023

Respected Sir/Madam,

I write this mail to draw your kind attention to above subject. As a matter of fact, I like to tell you that I am the student of final year B.E. I am planning to go to Canada for higher study. As my family cannot afford my study cost, I need an education loan from the bank. I have submitted the application along with necessary documents. I request you to go through my application and documents and grant education loan for me.

I hope you will show kindness while considering my application. I am waiting for your positive reply.

Thanking you.

Yours Sincerely,
Krunal Modi

Hemant Pandya writes an email to the Bank Manager on sbimahesana@gmail.com to issue a new cheque book.