



EMAIL WRITING – FORMAT (ICSE)

principal@abcschool.com
Inter-school Dance Competition

- *Receiver's email address*
- *Subject line, then leave a line*

Dear Madam,
Introductory Paragraph
(*mention the reason for this mail.*)

- *Salutation*

Body Paragraph
(*Write a detailed description of the request/ask/invitation, etc.*)

Concluding Paragraph
(*Conclude the email.*)

Thanking you,

- *Thank you note*

Yours truly,
Garima Chaudhary
Secretary, Dance Club

- *Sender's Name*
- *Sender's Designation*
