**E-MAIL WRITING**

**\*\*\* You are Sajan Patel from Divya shakti society, Visnagar. Your Aadhar card provided to you is mis-spelt in name. Mail to the relative officer.**

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| E-mail Writing  \*From: [sajanpatel1717@gmail.com](mailto:sajanpatel1717@gmail.com)  \*To: [mamlatdarvisnagar12@gmail.com](mailto:mamlatdarvisnagar12@gmail.com)  \*Date: 12/08/2019 09:30 a.m.  \*Subject: Mis-spelt in the name.  Respected Sir,  I am writing this E-mail to inform you that the Aadhar card provided to me is mis-spelt in my name. My real name is Sajan Harshadbhai Patel and aadhar number is 1221 3344 5670, but such aadhar card which I got from your office is wrong. Instead of above mentioned name, there is mis-spelt in my name as Sanjna Harshadbhai Patel. So, I request you that You will correct my name. For that, I have attached my PAN card and VOTER ID in support my correct name. I am looking forward to an early reply.  Thanking you.  Yours Faithfully,  SAJAN. |

**E-MAIL WRITING**

**\*\*\*Akash Sanghavi writes an e-mail to the Municipal Commissioner of his town complaining about the unclean condition of his street. Please an e-mail on behalf of him in about 100 words.**

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| \*From: [akashsanghavi333@gmail.com](mailto:akashsanghavi333@gmail.com)  \*To: [municipalcommissionerbaroda2345@gmail.com](mailto:municipalcommissionerbaroda2345@gmail.com)  \*Date: 13/08/2019 09:30 a.m.  \* Subject: Complain about the unclean condition of his street.  Respected Sir,  I have been living in Sayaji Rao area for ten years. I have been paying the property tax regularly. As a regular tax payer, I would like to draw your kind attention to the burning problem of …………………………….of our area.  Sir, the life of everyone living in our area is seriously affected because of the problem of ……………………is getting bad day by day and prompt actions have to be taken before it is too late. On behalf of all the citizens, it is my kind appeal to you to look into the matter and get the problem of……………………..solved.  Thank you very much in anticipation of a prompt and positive response at the earliest.  Yours Faithfully,  Akash. |