



INDIAN SCHOOL AL WADI AL KABIR

CLASS – IX	DEPARTMENT OF ENGLISH	2026-2027
QUESTION BANK	TOPIC- E-Mail Writing: Formal	

EMAIL WRITING- FORMAL

1. Introduction to Email Writing

An email (electronic mail) is a message sent digitally from one person to another through the internet. It is one of the fastest and most widely used modes of formal and informal communication today — used for official correspondence, applications, requests, complaints, invitations, and personal conversations.

WORD LIMIT – 120 to 150 APPROXIMATELY- FORMAL E-MAIL WRITING

2. Format of a Formal Email

Every formal email follows a fixed structure. Study the table below carefully — each part has a specific purpose and examiners award marks separately for each component.

Component	Explanation
From	The email address of the sender (the person writing the mail).
To	The email address of the receiver (the person the mail is addressed to).
Cc (Carbon Copy)	Used to send a copy of the mail to a third person who should be kept informed, though the mail is not primarily meant for them.
Date	The date on which the email is sent, usually generated automatically by the email service.
Subject	A short, precise line (5–8 words) that summarises the purpose of the email. It should never be left blank.
Salutation	The greeting used to address the receiver, e.g. 'Respected Sir/Madam' (formal) or 'Dear ____' (semi-formal/informal).
Body of the Mail	The main content, written in preferably 3 short paragraphs: (i) introduction/reason for writing, (ii) detailed explanation with reasons or facts, (iii) polite request or conclusion.

Component	Explanation
Complimentary Close	A polite closing phrase such as 'Thanking you' followed by 'Yours sincerely / Yours truly / Yours faithfully'.
Name of the Sender	The name (and designation, if any) of the person or group sending the mail.

3. Formal vs Informal Email: To understand the difference

Formal Email	Informal Email
Written to authorities, officials, institutions or unknown persons (e.g. Principal, Editor, Manager).	Written to friends, family members or people you know closely.
Uses polite, respectful and impersonal language.	Uses casual, friendly and conversational language.
Salutation: 'Respected Sir/Madam', 'Dear Sir/Madam'.	Salutation: 'Dear Ravi', 'Hi Priya', 'Hello Aman'.
Close: 'Yours sincerely / Yours faithfully / Yours obediently'.	Close: 'Love', 'Yours affectionately', 'With regards'.
No contractions or slang; full sentences used.	Contractions and short forms are acceptable (e.g. 'I'm', 'can't').
Sender is usually identified by full name/group name.	Sender may simply sign off with their first name.

4. Dos and Don'ts of Email Writing

Dos

- Always fill in a clear and specific Subject line.
- Keep the body short, polite and to the point — avoid unnecessary details.
- Organise the body into short paragraphs (introduction, details, conclusion).
- Use a proper salutation and complimentary close matching the tone (formal/informal).
- Proofread for spelling, grammar and punctuation before sending.
- Mention the purpose of writing in the very first line of the body.

Don'ts

- Do not leave the Subject line blank or vague (e.g. avoid just writing 'Hello').
- Do not use slang, SMS language or emojis in a formal email.
- Do not write overly long, rambling paragraphs.
- Do not forget to sign off with your name (or class/section, where required).
- Do not mix formal and informal tone in the same email.

5. Solved Sample Email

Sample 1 (Formal Email)

Question: You are Aarav/Aanya, Head Boy/Head Girl of Sunrise Public School. Write an email to the Principal requesting permission to organise an inter-house book fair in the school premises. Give reasons to support your request.

From: headboy.sunriseschool@gmail.com

To: principal.sunriseschool@gmail.com

Date: 5 August, 2026

Subject: Request for Permission to Organise a Book Fair

Respected Sir/Madam,

Greetings of the Day!

I am writing on behalf of the Student Council to seek your kind permission to organise a three-day inter-house book fair in the school auditorium next month.

Many students have expressed a keen interest in reading beyond their textbooks, but limited access to varied books at affordable prices discourages this habit. A book fair, with stalls from local publishers and second-hand book exchanges, would encourage reading and also allow students to donate or exchange books among themselves.

We propose to hold the fair on 27th August, from 9:00 a.m. to 3:00 p.m. on three consecutive days, with each house managing a stall in rotation under teacher supervision. This would not disturb regular classes, as it can be scheduled during the lunch break and after school hours.

We would be grateful if you could permit us and guide us on the arrangements required. We assure you of complete discipline and cooperation from all students involved.

Thanking you.

Yours sincerely,

Aarav Malhotra

Head Boy, Sunrise Public School

Explanation: Notice how the body follows the three-part structure — Para 1 states the purpose, Para 2 gives reasons/justification, Para 3 makes the specific request. The tone is respectful throughout, and the close 'Yours sincerely' matches a formal, known-authority relationship (student to Principal).

Email-Writing Questions (5 Marks Each)

Write an email in the correct format (about 100–120 words) for each of the following situations. Remember to include a proper Subject line, Salutation, well-organised Body and Complimentary Close.

1. You are the Sports Captain of your school. Write an email to the Principal requesting new sports equipment for the school, giving valid reasons.
2. Write an email to the Editor of a local newspaper drawing attention to the problem of garbage disposal in your locality.
3. You are Kabir/Kavya. Write an email to your class teacher informing her that you will be unable to attend school for three days due to illness, and request her to grant leave.