Al-Mustaqbal Uni.

Department of English Language

3r year /Essay & letter writing

**E-mail writing (informal)**

**Expressing Your Appreciation**

To: Recipient’s email address (Ahmed.Hani.Naif@uomus.edu.iq)

Subject: Congratulations!

Dear (Name) Ali,

My heartfelt congratulations to you. I was glad to see your name on the merit list. All your efforts were definitely not in vain. I bet everyone at home is so proud of you.

You have truly honoured the family name, and I am happy that you would get to take up the course in architecture that you had been waiting for. I am waiting to meet you in person to convey all my love and appreciation.

Convey my regards to uncle, aunty and grandpa.

Regards,

Your name (Ahmed)

**Informal e-mail**

Hi Linda,

How's it going?

Sorry I haven't been in touch for such a long time but I've had exams so I've been studying every free minute. Anyway, I'd love to hear all your news and I'm hoping we can get together soon to catch up. We just moved to a bigger flat so maybe you can come and visit one weekend?

How's the new job?

Looking forward to hearing from you!

Helga

Reply

Hi Helga,

I've been meaning to write to you for ages now so don't worry! How did your exams go? When will you know your results? I'm sure you did brilliantly as always!

As for me, I'll have been in the new job three months by the end of next week so I'm feeling more settled in. At first I felt like I had no idea what I was doing but now I realise it's normal to feel like that. There was a lot to learn – there still is actually – and I soon had to get used to the idea that I can't know everything. I used to work late a lot and at weekends but I'm slowly getting into a normal routine.

Which means I'd love to come and visit! We really need a good catch up! I can't believe we haven't seen each other since Carl's wedding. How does next month sound?

Anyway, I'd better get back to work.

Congratulations on the new flat! Can't wait to see you!

Love,

Linda

**Email about Your Trip**

To: Recipient’s email ID (Ahmed.Hani.Naif@uomus.edu.iq)

Subject: About my trip

My dear (Name), Ali,

I am very excited to write to you about the long tour I will be going on along with my parents. We will be leaving on the 25th.

We will be away for three months. We are going to San Francisco for an official meeting my father has to attend. We would then be travelling to New York to visit our cousins. We would stay there for a month. After that, we will be going to Paris. It has always been my dream to visit Paris at least once in my lifetime, and my parents have finally agreed to take me there. I will definitely write to you all about my trip – all the different places we visit, the variety of food we eat and the people we meet.

It would have been even more special if you had come along with me. We will make sure we plan out a trip once I am back home.

With best wishes,

Your name Ali

**Formal E-mail writing**

Email on Seeking Information Regarding Course Details

To: Recipient’s email ID

Subject: Regarding Course Details

Dear Sir,

I have passed the B.Sc. degree examination with Electronics as the main subject. I intend to have a course in Computer Science and would like to know the details of the courses taught at your institution. Could you please send me a copy of your prospectus?

Yours faithfully,

Your name Ahmed

**Email on Official Intimation of Your Resignation**

To: Recipient’s email ID

Subject: Resignation

Dear Sir/Ma’am,

I am planning to pursue my higher studies in the coming academic year, and hence I would like to inform you of my intention to resign from the post of (Designation) at (Name of the Institution), effective three months from now.

I appreciate the opportunities for growth and development you have provided during my association with (Name of the Institution). It was indeed a privilege working here, and it was a valuable work experience which has helped me grow personally and professionally to a great extent.

Please accept this letter as the formal intimation of my resignation.

Thank you for your guidance and support.

Yours sincerely,

Your name Ahmed

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