

Email Writing Format

Send an email to your friends inviting him/her to join for a picnic

From: Vincy.s@gmail.com

To: Bobby123@gmail.com

*Cc: Tina*82@gmail.com, Sonu_singh@gmail.com,
Harry.Potter@gmail.com*

Bcc: Sing.ring@gmail.com

Subject: Inviting for a picnic

Dear _____,

Hi! How are you? Its been a long time since we have met, as this pandemic has brought us miles apart. But, its high time we get over with this covid pandemic. So, I have planned for a one day picnic to Mandav. We shall go in the morning by hired car and return by evening. My mom will give us packed home cooked food too. As we are aware that the covid cases has reduced so we can relax and take time for leisure. But,definitely we will take necessary precautions and follow covid norms where ever we go.

I have invited our other friends too. Do let me know at the earliest of your approval of coming.

Take Care! BYE!

Your friend,
Vincy