

Email Writing Format For Class 11

Subject: Request for Permission to Attend Inter-School Debate Competition

To: Mr. Wilson (teacher@example.com)

Cc: Debate Club Coordinator Ms. Davis (coordinator@example.com)

Bcc:

Dear Mr. Wilson,

I hope this email finds you well. I am writing to seek your permission to attend the upcoming Inter-School Debate Competition, which will be held on June 20th, 2024, at Greenfield High School.

As a member of the Debate Club, I have been actively participating in various debate sessions and have been selected to represent our school in this prestigious event. Participating in this competition will not only enhance my debating skills but also provide an excellent opportunity to bring laurels to our school.

I assure you that I will make up for any missed assignments or classwork and will manage my time effectively to ensure that my academic performance does not suffer.

I kindly request your approval to attend the competition and represent our school. Your support and encouragement in this regard would mean a lot to me.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

John Doe

Class 11A

(john.doe@example.com)