

Course
&
Test Series

Self-Made Assignment - MS Word

Create Label and Envelope in MS Word

Write an invitation letter in MS Word Using Envelope Option.

Instructions:

- Use Envelope Size 10 (41/8x 91/2in)
- Use Printing Option Face Up.
- Use Envelope option in Mailing Tab.

[Your Schhol Name]
1234 Pink City
New Delhi, India
Phone: +91-1234567899
Email: Davpublicschhol34@gmail.com
Date: Feb 18, 2025

Using Envelopes option:
Delivery Address
(Sender's)

[Recipient's Name]
[Recipient's Address]
456 Oak Avenue
Ambala, India
Dear [Recipient's Name],

Using Envelopes option:
Return Address
(Recipient's Address)

I hope this letter finds you in good health and spirits. I am writing to express my interest in participating in the upcoming **Annual Sports Day** organized by the school. As an enthusiastic sports lover and an active participant in various physical activities, I would be honored to contribute to the event and represent my class in the sports activities. I am particularly interested in participating in [mention the events you're interested in, such as sprints, long jump, relay races, etc.].

I assure you that I have been practicing regularly and will give my best performance during the event. I request you to kindly consider my application for participation and allow me to take part in the sports activities.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Using Envelopes option:

Return Address (Sender's)



CBSE



ICSE



NTSE



Banking &
Insurance



Central Govt.
Service



State Govt.
Services



LAW
Entrance



MBA
Entrance



Railways & Metro
Services

...many more

abhyasonline.in



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Address)

Using Envelopes option:

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(Recipient's Address



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