**📝 Unit: Letters, Memos, Emails, and Reports**

**1. Letters**

**Definition**

A **letter** is a written message sent from one person or organization to another for communication purposes.  
Letters can be **formal** (business/professional) or **informal** (personal).

**Types of Letters**

1. **Business Letters** – For professional communication
2. **Cover Letters** – Accompanies a resume for job application
3. **Personal Letters** – Sent to friends/family

**Structure of a Business Letter**

1. **Sender’s Address** (Top-right corner)
2. **Date**
3. **Receiver’s Address** (Left side)
4. **Subject** (Optional)
5. **Salutation/Greeting**
6. **Body** (Introduction, Main Content, Conclusion)
7. **Closing** (e.g., Yours sincerely)
8. **Signature**

**Simple Business Letter (Ahmedabad Sample)**

**Riya Patel**  
203, Shreenath Residency  
Satellite, Ahmedabad – 380015  
24 November 2025

**The Manager**  
ABC Enterprises Pvt. Ltd.  
Prahlad Nagar  
Ahmedabad – 380051

**Subject: Request for Information Regarding Internship Opportunities**

**Respected Sir/Madam,**

I am Riya Patel, a student of BBA at GLS University, Ahmedabad. I am writing to request information about internship opportunities available in your organization.

I would be grateful if you could provide details regarding eligibility, duration, and application procedure.

Thank you.

**Yours faithfully,**  
Riya Patel

**2. Memos**

**Definition**

A **memo** (memorandum) is a short internal message used for communication **within an organization**.

**Structure of a Memo**

1. **To:** Receiver(s)
2. **From:** Sender
3. **Date:**
4. **Subject:**
5. **Body:** Brief message with necessary details

**Example Memo for Students**

**MEMO**

**To:** All Students  
**From:** Principal, ABC College  
**Date:** 24 November 2025  
**Subject:** Submission of Project Files

All students of BCA Semester 3 are informed to submit their project files to the department office on or before **30 November 2025**. Late submissions will not be accepted.

Kindly follow the instructions and complete the submission on time.

**Principal**  
ABC College, Ahmedabad

**3. Emails**

**Definition**

An **email** is an electronic message sent via the Internet to communicate with individuals or groups.

**Structure of an Email**

1. **To:** Receiver’s email
2. **Cc:** (Optional) Carbon copy recipients
3. **Bcc:** (Optional) Blind copy recipients
4. **Subject:** Brief and clear
5. **Salutation** (Dear Sir/Madam, etc.)
6. **Body** (Introduction, Main Message, Conclusion)
7. **Closing** (Regards, Sincerely)
8. **Signature**

**Example: Professional Email**

**Example Email (Project Submission)**

**Subject: Submission of Project Files – BCA Semester 3**

Dear Students,

This is to inform all BCA Semester 3 students that the project files must be submitted to the department office on or before **30 November 2025**. Please ensure that your project is completed and properly formatted before submission.  
Late submissions will not be accepted.

For any queries, feel free to contact the department.

Regards,  
**Principal**  
ABC College, Ahmedabad

**4. Reports**

**Definition**

A **report** is a structured document that presents information clearly and systematically for decision-making.

**Characteristics of a Good Report**

* Clear and concise
* Accurate and objective
* Well-structured
* Purposeful

**Categories of Reports**

1. **Formal Reports** – Detailed, structured, and official
2. **Informal Reports** – Short, simple communication
3. **Software Project Reports** – For project documentation

**Prewriting Steps for Reports**

1. Define the purpose
2. Identify the audience
3. Gather necessary information
4. Organize data logically

**Structure of a Report**

1. **Title**
2. **Abstract / Executive Summary** (Short summary)
3. **Introduction** (Purpose, background)
4. **Methodology / Process**
5. **Findings / Results**
6. **Analysis / Discussion**
7. **Conclusion**
8. **Recommendations** (if applicable)
9. **References / Bibliography**

**Event Report**

**1. Title**

**Annual Cultural Event – 2025**

**2. Abstract / Executive Summary**

This report provides a brief summary of the Annual Cultural Event held on 20 November 2025 at ABC College, Ahmedabad. The event included dance, music, drama, and speech competitions. Student participation was high, and the event successfully showcased creativity and teamwork.

**3. Introduction**

The purpose of this report is to document the activities, participation, and outcomes of the Annual Cultural Event. The event is organized every year to encourage students to display their talents and build confidence. This year’s event saw improved coordination, enthusiastic involvement, and a vibrant atmosphere.

**4. Methodology / Process**

* Planning committee meetings were held weekly.
* Registrations for competitions were collected online.
* Rehearsals were conducted for all performers.
* Roles for volunteers, anchors, and coordinators were assigned.
* Stage, sound, and lighting arrangements were checked one day before the event.

**5. Findings / Results**

* Over 300 students participated in various cultural activities.
* The dance and music categories received the highest number of entries.
* The audience turnout was excellent, with strong support from teachers.
* The event ran smoothly with minimal delays.

**6. Analysis / Discussion**

The event demonstrated strong organizational skills by the student committee. Students were highly motivated and performed with enthusiasm. However, certain categories faced minor scheduling overlaps. Better time management and additional volunteers could further improve efficiency.

**7. Conclusion**

The Annual Cultural Event 2025 was a success. It achieved its goal of promoting cultural engagement and providing a platform for students to showcase their talents. Feedback from participants and faculty was positive.

**8. Recommendations**

* Increase rehearsal time for large group events.
* Arrange additional sound equipment for backup.
* Create a fixed timetable to avoid overlaps.
* Include more creative categories such as photography and stand-up comedy.

**9. References / Bibliography**

* Event registration records
* Feedback forms from students and teachers
* Notes from organizing committee meetings