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| **Purpose of Task 2:** | To teach you the use of <p></p> tag and align attribute of HTML |
| **Aim:** | 1. An html file named “second.html” is given to you. 2. Open it using notepad (for windows users) or gedit (for linux users). 3. It contains blank <body></body> tag. 4. Copy the letter written in this readme file and paste it between <body></body> tag. 5. Now use <p></p> , <br> tags and align attribute to format as shown in readme file. |
| **About <p></p> Tag and align attribute** | |

\*note: use tags of previous tasks if needed.

\*note: Instruction regarding alignment are marked in yellow.

To,

The Director,

IIT Kanpur,

Kanpur.

**(Left align)**

Subject:- Regarding Hostel Allotment. **(Left align)**

Dear Sir, **(Left align)**

Most respectfully it is stated that I am (Student name) and I have applied for my (degree name…) in this University. Fortunately, I am on merit in, (Subject, degree and Department name). It is requested that I belong to Quetta and being a border. I will need to be in University Hostel. In this city neither I have relatives not I am capable of living somewhere on rent. **(Justify)**

Sir, I request you to kindly, allot me a hostel room so that I won’t undergo from any transportation or other problems. I assure you that I will show good manners. Attached is the filled form for hostel allotment. It would be a vast favor for me and I shall be grateful to you.

**(Justify)**

Thanking You

**(Center Align)**

Yours Faithfully,

Gappu Singh.

35-Rajajipuram,

Lucknow.

**(Right Align)**