

EMAIL TEMPLATE

Each email should have the **following sections**.

To: Who are you sending this to? Put their email address here.

CC: (Optional) Is there anyone else who needs to see this email? Add their email addresses

Subject: What is this email about?

Greeting: Write a warm greeting to the person you are writing to.
Here are some options:

- Dear (fill in the capitalized name),
- Hi (fill in capitalized name),

Body: In complete sentences, write the main message of your email.
It could include:

- Could you please... / Is there a way...
- Thank you for...
- Are you available to meet me [location, ex. "ES Patio"] at [time, ex. "9:30AM"] on [day, ex. "Tuesday"] to approve my [badge/WW, ex. "Level 4 Writing Badge"]. I believe I have enough proof for this badge to come prepared.

Closing: Write a warm closing to the person you are writing to.
Here are some options:

- Sincerely,
(my name)
- Warm Regards,
(my name)
- Thank You,
(my name)

Example Email:

To: msherman@actonacademy.org

CC: sjansky@actonacademy.org

Subject: Request for Running Partner assistance

Dear Ms. Maddy,

Are you available to collaborate with me to brainstorm and create Session 2's Quest draft on the ES patio on Thursday from 2PM- 2:30 PM?

Sincerely,

Ms. Janita