

Writing a Formal Email

Name: _____

Writing to somebody you do not know needs a different voice from a message to a friend. Fill in the frame, then write it out.

To: _____

Subject: _____

Dear _____,

Yours sincerely,

A subject line should say what the message is about in under eight words. "Question" is not a subject line; "Question about the field trip on 12 May" is. Say who you are in the first sentence, then what you need.