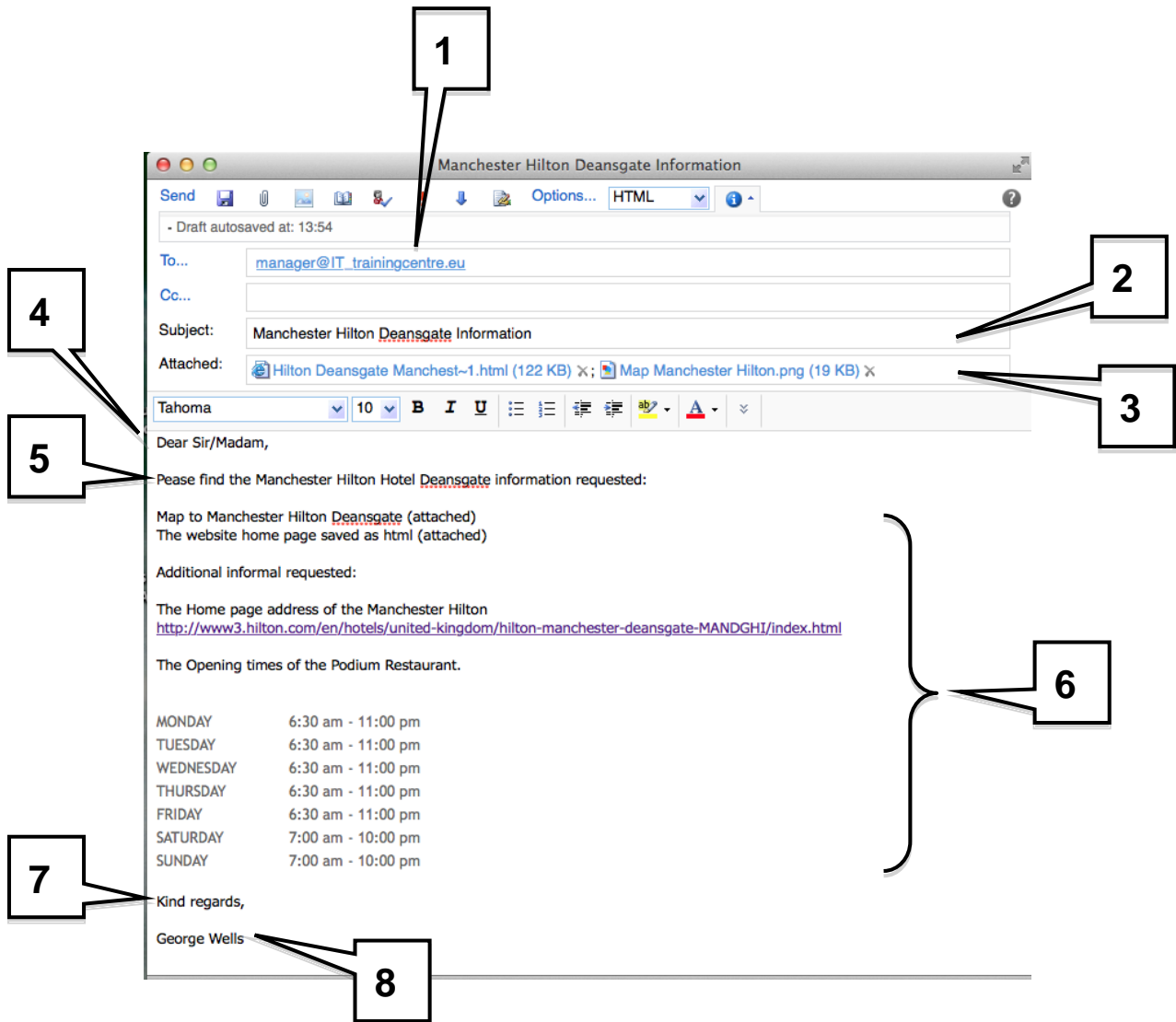


Features of a formal email

Learning objective

We are learning to identify features and format an email to a specified standard.



1. To... Include the email address of the recipient.
2. Subject: This is the main subject of the email and what it is about.
3. Any attached documents.
4. Dear... addressed to the person, or Sir/Madam if you don't know their name.
5. A short introduction that gives the topic and purpose of the email.
6. The main body or content of the email.
7. Formal conclusion to the email.
8. Your name in full