



Look, read and complete the email.

_____ Email

Date: _____.

From: _____

To: _____

Subject: _____

Salutation _____

Reason for writing _____
_____.

Introduction phrase
or question. _____
_____.

Point 1 _____

_____.

Point 2 _____

_____.

Request _____
_____.

Asking for a response _____
Closing phrase _____.

Closing word _____

Your name _____