



Formal Email

To: _____.

From: _____.

Subject: _____.

Dear Ms. _____:

As it is a formal email, use a colon (:)

I hope you are having a _____! I am writing to let you know that I would like to buy the _____.

I know there is _____ discount on it and I would't like to miss the opportunity to get one of those for myself.

I have a question about _____.

Is it possible for me to _____?

Could I also try other paying methods like _____ or _____?

Please, let me know _____.

Best regards,

Your name

Your phone number

Your website or
email address

Capitalize Nouns, Adjectives, Adverbs and Verbs in the Subject Line.