

Improving customer service (Formal Email)



To: _____.

From: _____.

Subject: _____.

Dear all:

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

I hope you are having a _____! I **would like to** discuss the customer service in our _____.

I know this is a group activity. That is why I am **asking** you to attend the Meeting Hall next _____, January ____th, 20____, at _____.

This will be a workshop, so I need you all with two pens, one _____ and wearing your complete uniform. This is a big _____ to grow as people and as a company.

Confirm your attendance replying to this email.

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.