

## Drafting an Email

*LI: I am learning how to plan and draft an email.*

### Subject:

The subject should be like a title, short and descriptive. It should alert your reader to what to expect. A subject can get your email answered sooner.

### Salutation:

#### Opening Greeting:

*Dear ....,*

If you call the person by their first name, you may use this in the salutation followed by a comma.

### Body of Email:

#### Main Point or Reason for Email:

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#### Supporting Details:

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#### Restate Main Point and Request for Action:

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#### Friendly Closing Statement:

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### Closing and Signature

*Sincerely, Yours, Love, Regards,*