

Email Writing Frame

Send Attach Save Draft abc Spelling Cancel

To: Show BCC

Cc:

Subject: Plain Text

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Dear _____, ← **Salutation**

Introduction

- greet
- refer to last email
- state why you are writing

Closing

-sum up →

Best wishes, ← **Saying goodbye**

_____ ← **Your signature**

Email Common Phrases

Salutation <ul style="list-style-type: none">• Hi Oliver,• Hello Oliver,• Dear Oliver,	Introduction <ul style="list-style-type: none">• Hope you are doing well.• I hope you are well.• How are things going?• How are you doing?
Introduction – Replying to an email <ul style="list-style-type: none">• Thanks a lot for your email.• It's good to hear from you.• I'm glad to hear...(sorry).• Thanks a lot for writing!	Introduction – stating the purpose <ul style="list-style-type: none">• I am writing to let you know...• I am writing to invite you...• I would like to ask you...
Main paragraph <p>Use connectors:</p> <ul style="list-style-type: none">- and,- but,- however,- moreover,- by the way	Closing Paragraph <ul style="list-style-type: none">• Well, it's time to say goodbye.• Anyway, I have to go now.• Well, it's time to go.• I really hope to hear from you soon.• I'm looking forward to hearing from you.• I hope you write back soon.
Saying goodbye <ul style="list-style-type: none">• Love,• Lots of love,• See you soon,• Best regards,	

