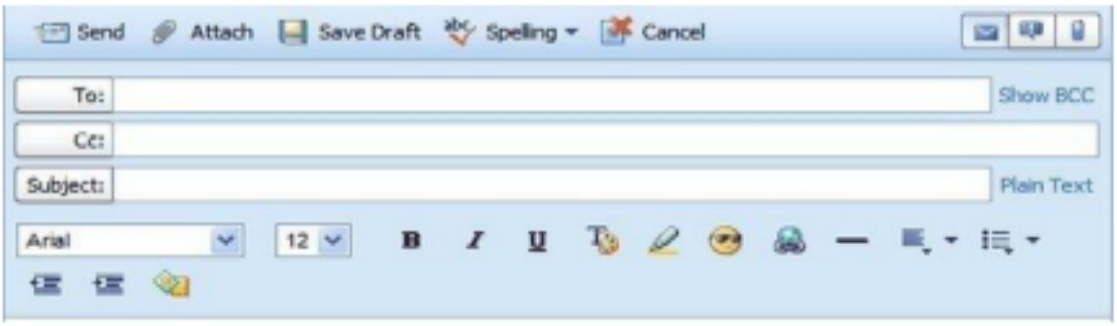
Writing Frame – Informal Email



Dear_____, ← Salutation

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

Closing
-sum up
-give your regards
-reason to write back.

Best wishes, ← Closing

_____ ← Your signature