WRITING FORMAL E-MAILS

Previous	Next	Reply	Reply All	Forward	Delete	Attachments	Print

From: Carmen Luisa (carmenlu@gmail.es)	**addresser's email**
To: Painting Courses (painting@gmail.com)	**addressee's email**
CC: Ana (anabg@teleline.es)	**carbon copy**
Subject: Information about courses	**subject of email**

GREETING	Dear Sir/Madam, Dear Ms Squires,
INTRODUCTION	I am writing to ask for information about your painting courses. I am especially interested in a course of two or three weeks.
BODY	(One or more paragraphs)
CONCLUSION	I look forward to hearing from you. Thank you in advance.
ENDING	Yours faithfully, Yours sincerely,
SIGNATURE	*Woodrow Wilson* Carmen Luisa Pérez Amaro

When you finish your e-mail you should check:
- spelling and punctuation (capital letters, full stops, commas, etc.)
- grammar
- vocabulary
- the structure of paragraphs