Send   📎 Attach ∨   🛡 Encrypt   🗑 Discard   ⋯

To   👤 Denson, Michelle ✕   Bcc

Put the person's email address here. Since you are sending it to me, you will use mdenson@madison-schools.com.

Cc

My Spring Break

Make sure you use a short title… no more than five words. It just needs to be brief and still give the receiver an idea of what the email is about.

Dear Ms. Denson,

Use a greeting or salutation. Do not forget to capitalize the person's name as well as the first word. One more thing---do not forget that comma.

Adjfkal;dklfjakldj;fajdlf;jakldsjfklajd;lfkjadlkjf;laksdjfkajds;lkfjaksdljf;alkdjfklajd;fkjadkfjaksdj;fakjdfkal;dsjkfjalkds;jf;lakd;jfklajds;lkf;jakd jfls;adflakdflka. Adjfkajd;lkfja;kdjfalkd;. Adkfla;jdjfalksd;fjalsd. Aajdkfla;dlkfjakldjf;lajdiowe;ja;kdnkla;bl.

Sincerely,
Rafael Greensmith

This is the closing. Make sure there is a comma after that closing.

This is the body of the email. Write in complete sentences. Use punctuation and capitalization correctly.

Your name is the signature. Also, do not forget to use capitalization correctly here. Your name deserves to start with a capital letter.

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Send   Discard   📎 ∨ 🖼 😊 A ☀ ⋯   Draft saved at 2:31 AM

Use the following template to fill in the parts of an email. Make sure you use proper email etiquette. Tell me what you did over Spring Break and how you are doing now. In the <mark>TO</mark> section use my email mdenson@madison-schools.com or tking@madison-schools.com. Make sure you use a greeting, a body, a closing like "Sincerely," and a closing (Your Name). This should be written in complete sentences, and it should not be one big run-on sentence. Also, do not forget to add your subject line. I can not wait to hear from you.

To		Bcc
Cc		

Add a subject

Send   Discard