5 Simple Steps for a Perfect Email

1. Specific Subject Line
   Missing Assignment

2. Greeting
   Dear Mr. Winkler, Hello Mrs. Ahart,

3. Introduction
   This is Ava Lynn from your 1st hour Physics class.

4. Request or Reason
   I am writing to request...
   I would like to inquire about...

5. Closing
   Sincerely, Sophie
   Thank you, Michael

Always proofread for proper capitalization, punctuation, and grammar!