

# 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

**New Message**

To

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Subject Test Review

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Dear Mrs. Jones,

This is John Murphy from your 1st hour American Literature class. I would really like to do well on our upcoming test, and I'm wondering if you have some suggestions of additional ways I might prepare. I have completed the review and taken a practice quiz. Would you be available during Liberty Hour or after school that I could come in and ask you some questions? Thank you for your time and support.

Sincerely,  
John

**Send** | | | | | | |

**Always proofread for proper capitalization, punctuation, and grammar!**