

Formal Emails

1. Write a Formal Email to a Potential Employer
2. Draft a Formal Email to Request a Meeting
3. Compose a Formal Email to Follow Up on a Previous Conversation

Informal Emails

1. Write an Email to a Friend You Haven't Spoken to in a While
 2. Draft an Email Inviting a Colleague to an After -Work Gathering
 3. Compose an Email Sharing Exciting News with a Family Member
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