**The main elements of an email are:**

1. Subject line
2. Salutation (greeting)
3. Introduction
4. Body
5. Conclusion
6. Closing line (sign-off)
7. Signature

**Here is an example of an email to a group of coworkers.**

## Hi team, In case you don’t already know, I am happy to announce that we have won the FLX 2020 award! However, it means that we must postpone our Design Workshops. The awards ceremony is next Wednesday and it takes place in Hamburg. Joan and I won’t be available from 15 to 17 February. We can move the workshops to Friday 19th or Monday 22nd. Please, let us know if you want to take part in the workshops and choose which date suits you more. Best, Sam Donne Senior Designer GlassdomeBlue, INC.

## Professional Email Format

