Subject: In Regards in Composing Email Research

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Dear Angelo Dato,

<https://www.alore.io/blog/salutations#:~:text=Formal%20Salutation%201%20Dear%20%5BName%5D%3A%20This%20is%20a,where%20you%20don%27t%20know%20the%20recipient%27s%20name.%20>

<https://www.grabdigital.co/post/what-is-an-email-flow#:~:text=In%20email%20marketing%2C%20it%E2%80%99s%20the%20flow%20of%20emails.,signup%20form%20or%20they%20purchased%20a%20specific%20item>.

<https://www.helpdesk.com/learn/business-email-writing/email-structure/>

Sender

Salutation

Closing

Email attachment

Top-level domain

Subject line

Recipient

Email body

Signature

Username

Mail server

For the task in researching part of the email here is the findings I found online. We have Subject Line, Sender, Recipient, Cc or Carbon Copy, Salutation, Email Body, Closing, and Signature or Signature Block. The subject line, sender, recipient, cc, are mostly formatted via forms on the email services you are using. The Salutation could be Dear for formality and Hi/Hello for semi-formal best for colleagues and people you know. The body is where you compose a message that you want to talk about to your recipient. And lastly is the signature or signature block where you put all contact information and also a disclaimer if necessary.

The most important part I’ve learned on my research is the signature block. Signature block can be saved in the email services you are using, you can save the content and you can easily paste it after the closing. This study helped me gain insight on how to properly navigate and use the email services specifically the outlook.

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