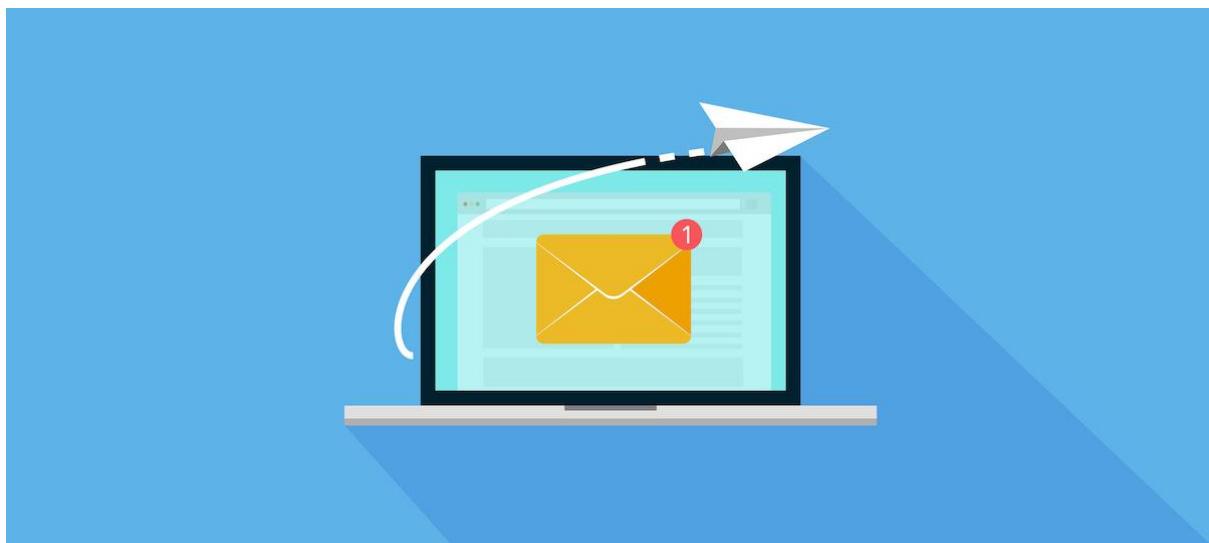


16 DE NOVIEMBRE DE 2025



DIFFERENT TYPES OF EMAILS

REALIZED BY DANIEL GARCÍA MÉNDEZ

Contenido

■ Formal Email	2
Informal Email	3
Cold Email.....	3

Formal Email

Subject: Problem Installing Software

Scenario: You work in the IT department of a company. Write an email to a software supplier because a new program isn't installing correctly.

Dear Support Team,

I am writing to report a problem with the software we bought last week for our IT department. The program begins to install but then stops with an error message that says: "License verification failed – installation cannot continue." We tried several times on different computers, but the same issue occurs.

We already checked the system requirements and confirmed that our computers match the specifications in your guide. We also disabled the antivirus temporarily to ensure it was not interfering, but the problem remains.

Please send us instructions or a patch to fix this. We can provide screenshots of the error if needed. Let us know the next steps and how long the solution will take, as we need the software for our work.

Thank you very much for your help.

We wait for your reply.

Thank you,

Daniel García

IT Department

Smart Gym Solutions

Informal Email

Scenario: You are writing to a classmate or colleague about a project you're working on together.

Hey Cristina,

I hope you are fine. Did you apply the MVC model in the project? Soraya explained something in class, but I did not understand it well. Maybe you can explain it to me.

I also think we should check the design again. It looks very simple, and maybe we can add something to make it better.

Can we meet tomorrow to work on this? If not, we can talk quickly online.

Thanks for your help.

See you, Daniel

Cold Email

Subject: Prototype Presentation

Dear Jose Daniel Gelo Valera,

My name is Daniel García Méndez and I study a Higher Degree in Cross-platform Application Development.

I learned about your company during my internship at the institute, and I would like to show you a prototype I made. I think it could be useful for your work. It is a simple app that works on different devices and helps with organization.

If you are interested, I can explain it in a short meeting or call.

Thank you for your time. I wait for your reply.

Best regards,

Daniel García Méndez