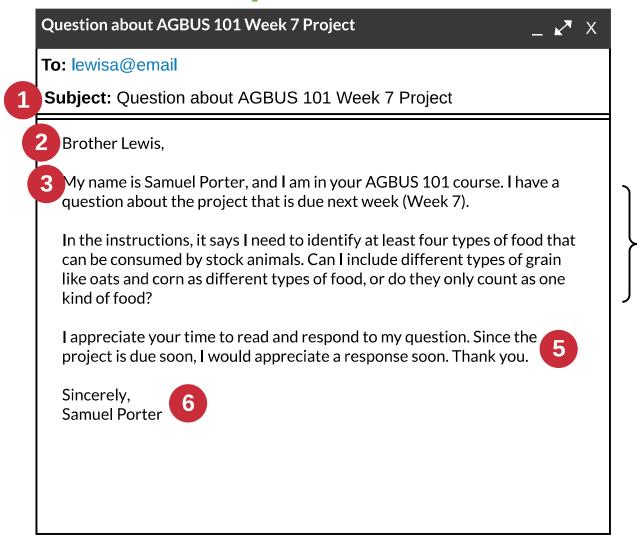
W08 Application Activity Email Examples

Sample Emails

Viewthe sample emails belowso you knowwhat a good and not so good email looks like.

Good Example



1 Subject line

4 Details about the situation

Salutation

- 5 Assertive
- 3 Self-Identification
- 6 Signature

Not So Good Example



For the project, can I include different types of grain like oats and corn as different types of food?

Good Example

Disability Accommodation for People Who Are Blind



To: disabilityservices@email

- 1 Subject: Disability Accommodation for People Who Are Blind
 - To whom it may concern,
 - My name is Julia Lopez. I am an online student at University College. I was reading some information about assistive technology on your website.

 Since I am blind, are there any services I can use to help me with my studies? For example, I have read about the Kurtzweil 3000 software that may be available to me.

Thank you for any information you can provide. I look forward to hearing your reply, especially since the semester has begun and I am anxious to do as well as I can given my disability.

Sincerely,
Julia Lopez
I Number 55-555-5555

1 Subject line

4 Details about the situation

2 Salutation

- 5 Assertive
- 3 Self-Identification
- 6 Signature

Not So Good Example

To: lewisa@email

Subject:

I don't want to be any trouble, and I know you are very busy, so please disregard my message if I am being difficult. I am blind. If you have time, can you help me be able to read my coursework?

Julie

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