

W08 Application Activity Email Examples

Sample Emails

View the sample emails below so you know what a good and not so good email looks like.

Good Example

Question about AGBUS 101 Week 7 Project

To: lewisa@email

1 **Subject:** Question about AGBUS 101 Week 7 Project

2 Brother Lewis,

3 My name is Samuel Porter, and I am in your AGBUS 101 course. I have a question about the project that is due next week (Week 7).

In the instructions, it says I need to identify at least four types of food that can be consumed by stock animals. Can I include different types of grain like oats and corn as different types of food, or do they only count as one kind of food?

I appreciate your time to read and respond to my question. Since the project is due soon, I would appreciate a response soon. Thank you.

Sincerely,
Samuel Porter

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1 Subject line

2 Salutation

3 Self-Identification

4 Details about the situation

5 Assertive

6 Signature

Not So Good Example

question

To: lewisa@email

Subject: question

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

2 To whom it may concern,

3 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. **4**

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. **5**

6 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