

B1 - Professional Writings

B-FRE-100

Professional e-mail

rigor and professionalism



Professional e-mail

binary name: B1-mail.pdf
delivery method: GitHub



As an IT project manager, you have just drawn up the minutes of an important meeting with one of your clients.

Write the full, short and precise email to send this document to the client as an attachment.



You do not have to write the attached document (the report) but only the email which transmits it.

All the constituent elements of the email are expected (except the attachment):

- header (sender, recipient, CC, date, subject, name of the attachment, ...);
- body of the email;
- signature.



The information given on the situation to be treated is intentionally incomplete. It's up to you to develop and provide the essential details (who, what, when, why...) so that your email is immediately understandable. It's up to you to invent the data you need to make your email precise and operational.



Needless to say, you need to control the quality of your writing.