B5 - Professional Writings

B-FRE-501

3 Emails

digital epistolary relationship

{EPITECH.}

3 Emails

binary name: 3emails.pdf
delivery method: GitHub

You wish to invite a personality to a conference-debate that you organize at EPITECH.
You choose which conference-debate you want to organize and to what type of specialist you address (director of human resources, sociologist, lawyer, senator, television host, scientific researcher, astronaut, doctor, novelist, etc.). He just must not be a computer scientist and not be part of EPITECH.

Write 3 emails corresponding to 3 phases of making contact with your interlocutor :

** 1st message : **first contact with formulation of your request.**
2nd message : **reminder from the interlocutor who is slow to answer you**
3rd message **: your message following its refusal or acceptance (it's up to you to choose whether he/she has accepted or refused)

This is an exercise, do not send these messages to the chosen specialist.

A complete email contains all its identifiers: header ("From:", "To", date, subject, name of the attachment) and professional signature.