**Formal Email Assignment**

In this assignment, you are being asked to compose an email that is more formal than emails that you might send to friends and family. Emails send in business and corporate environments are structured like business letters, and very often, they are printed and circulated as a professional document. So, there are certain expectations regarding formal correspondence that you should follow for this assignment.

General format and content:

Address your reader (Dear Ms. Chatham):

Paragraph 1: Context -- Tell your reader who you are (your name, job title or relative info about your role associated with the subject of the email. For me, you are a student in my class.). Tell your reader why you are writing.

Paragraph 2-10, or whatever is appropriate: Content – Elaborate on the subject of your correspondence and on your purpose. You should educate your reader on the subject and explain your ideas clearly and with lots of detail. For your introduction assignment, go above and beyond the minimum to try to communicate interesting things about yourself and why you are who you are.

Paragraph 3: Contact – Invite your reader to contact you. Include specific contact info here, or specific information on where to locate it.

Signature: (thanks, thank you, best regards, etc),

(Your Name)