



3/2/2023

FACULTY OF SOCIAL SCIENCE AND HUMANITIES

DEPARTMENT OF LANGUAGES

BJEL1023/1923 ACADEMIC ENGLISH

EMAIL FORMAT (The format is part of the organisation)

TO : Name <To insert email >

CC : If any (Optional)

BCC : If any (Optional)

Subject : xxxxxxxxxxxx

CONTENT

[Salutations] – Dear Sir/Madam/Ms/Mr/Dr

Introduction and objective – I am writing to ...

Body – Message

[This can be divided into paragraphs. Leave a spacing in between the paragraphs]

Closing Statement – Please reply before

Yours sincerely / Regards / Best regards / With regards

Signature (Optional)

Name *

Position (Optional)

Contact information (Optional)

* Use full name if you are writing to someone for the first time.