Email: Formal Response

**Scenario**:

Let’s say you just graduated from your program and have been putting your name out there, applying to job postings, networking, and letting friends and colleagues know that you’re on the job market.

You get an email from someone named Dr. Emily Conway, the friend of a friend, who needs someone to put together some marketing brochures for her start-up medical clinic in time for a conference in a week. It’s not entirely what you’ve been training to do, but you’ve done something like it for a course assignment once, and you need rent money, so you decide to accept the offer. Dr. Conway’s email asks you five questions in the message body:

1. Our mutual friend mentioned you just graduated from college. What program? How’d you do?
2. Can you send a sample of your marketing work?
3. How much would you charge for designing a double-sided 8½x11″ tri-fold brochure?
4. When you’ve completed your design, would you be okay with sending me the ready-to-print PDF and original Adobe Illustrator file?
5. If I already have all the text and pictures, how soon can you do this? Can you handle the printing as well?

Dr. Conway closes her email asking if you’d like to meet to discuss the opportunity in more detail and signs off as Emily.

**Your Task**. Draft a formal response email that abides by the conventions and includes all the characters of a formal email.

**To**:

**From**:

**Subject**:

**Cc**: