

Subject: Reflection on Improving Email Communication

Dear XXX,

As we near the end of this email communication course, I wanted to take a moment to reflect on the progress we've made and the important takeaways from this experience.

As you know, my native language is Spanish, and I was born and raised in Mexico. In terms of communication style, Mexican culture tends to be more high-context, where nonverbal cues and indirect language are important in conveying meaning.

One thing I would like people to remember when writing to Mexicans is to be mindful of their language and tone. Mexicans appreciate a friendly and respectful tone, but it is important to avoid being too informal or overly direct, as this can be seen as rude or disrespectful.

Through this course, I have learned that the three most important things to remember when writing a professional email are to keep it concise and to the point, use a professional tone and language, and be mindful of cultural differences.

The best advice I received in this course was to be aware of my audience and their cultural background when crafting an email. This means taking the time to research and understand cultural differences, and tailoring my message accordingly to ensure effective communication.

Overall, I am grateful for this experience, and I am confident that the skills I have learned will continue to serve me well in my personal and professional life.

Best regards,

XXX.