Sender:

Recipient:

Subject line:

Text:

Signature:

You do not want to apologize for "bothering" him in this instance, as this shows hesitation and lack of confidence in promoting your own ideas, which may make Dr. Lin question whether you are really fit to lead the ECE division. Not to mention, he has specifically requested that you write this e-mail, so it is not a bother.

There is some inconsistency in labeling, where you use "Firstly" with "+ly" but not with "Second"; it is better to be consistent, "Firstly/Secondly" or "First/Second". Your ability to pay attention to those small details actually matters greatly.

I meant for there to be a sender line at the beginning, but you listed your e-mail address at the end.

I would capitalize the “m” in “manager”