Parts of an Email

❑ **Sender's Email Address**

•Automatically included in most email clients

❑ **Recipient's Email Address**

•Manually entered or select from contacts

❑**CC/BCC**

•Carbon Copy (CC) and Blind Carbon Copy (BCC) fields for additional recipients

Parts of an Email conti…

❑Subject Line

•One line from the email's content

❑ Body

•Main content of the email

• Use PFA (If needed)

❑ Attachments

•Option to attach files to the email

Keep in Mind…

- Clear Subject Line

- Formal Greeting

- Clear and Concise Body

- Professional Closing

- Proofread

- Use Proper Formatting

- Include a clear call to action