**Application Activity: Email**

Name: Revi Pureza

**Instructions**

In this activity, you will apply the principles you learned in various Writing Preps to write a “request and reply” email to a recipient of your choice (i.e. an email to a boss, client, church leader, teacher, school counselor, department lead, customer service, etc.). You might also consider using this email to set up another informational interview as a part of your ongoing networking process.

Make sure your email includes at least the following components:

* Appropriate subject line
* Appropriate salutation
* Background information
* Established Ask
* Conclusion or desired “next steps”
* Don’t forget to include a subject line, salutation, background information, your ask, as well as a conclusion with “next steps.”

**Your Email**

**Subject Line:**

Account Suspended

**Email:**

Microsoft Fraud Department

My name is Revi Pureza and I work in the Microsoft Rewards Department. I just got a report with Bexley James, and he mentioned that you are in charge of resolving this kind of cases.

I understand that it was too soon but I really need to solve this case right away and I am wondering if you could put a resolution for our department by tomorrow before noon. I know that maybe it’s too much to prioritize this case, so please let me know if there’s anything I can help. Please let me know.

Please tell me if there’s anything I can do to help. I will wait for your response.

Warm Regards,

Revi Pureza