Email

|  |  |
| --- | --- |
| to: | [Recipient Name] |
| from: | [Your Name] |
| subject: | [Subject] |
| date: | [Click to Select Date] |
|  |  |
|  |  |

Dear Recipient Name (with title – Mr., Ms., Dr., and so on):

Introductory paragraph—introduce and build good will.

Body paragraph 1—describe problem, situation, give history or background.

Body paragraph 2—describe reader benefits, motivate reader to follow your point of view, provide solution, idea, or main topic.

Closing—build goodwill, highlight a benefit, ask for a specific action.

Sincerely,

Your name