

contain the title and organisation of the sender.

Sample E-mail

Figure 25.3 shows the structure of an e-mail message.

Mail	Addresses	Calendar	Compose	christine_coombe @hct.ac.ae [Sign Out]		
Check Mail				Search Mail – Mail Options		
Check Other Mail	Previous	Next	Back to Messages		Printable View - Full	
[Edit]	Delete	Reply	Reply All	Forward	Attachment	Move to folder
Folders [Add]	From: "Christine_Coombe" <christine_coombe @hct.ac.ae>					
Inbox	To: "ashraf rizvi"<ashraf rizvi@yahoo.co.uk>					
Draft	Subject: TACON 2014 Proposal					
Sent	Date: Sat, 6 March 2014 12:58:20 + 0100(BST)					
Bulk (Empty)	Cc: beth_wiens@hct.ac.ae					
Trash (Empty)	Bcc: binumathews@yahoo.com					
	Bcc:					
	Dear Dr Rizvi,					
	We are pleased to inform you that your presentation for the 9th Annual TESOL Arabia Conference to be held in Dubai from March 30–31, 2014, has been accepted. Further details about the schedule for your presentation will follow. Please note that all presenters must pay for membership of TESOL Arabia—either 50AED or 100 AED, depending on your place of employment—and pre-register for the conference.					
	The last day for the early registration is the 18 March, 2014, and the last date for Pre-registration is the 21 March, 2014. See the TESOL Arabia website for accommodation information and for a downloadable copy of the Conference Registration Form. You can register for the conference and pay membership fees together on this form.					
	Would look forward to your presentation.					
	Regards,					
	Christine Coombe & Beth Wiens					
	Proposals Co-chairs					

Fig. 25.3 Structure of an E-mail Message