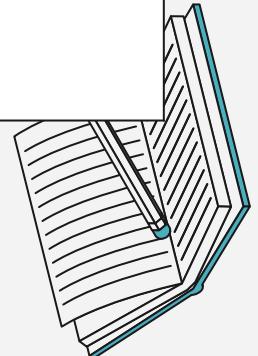


1. GREETING

Formal	Informal
<ul style="list-style-type: none">• Dear Mr / Ms + Surname,	<ul style="list-style-type: none">• Hi / Hello / + First name,
<ul style="list-style-type: none">• Dear Sir or Madam, (if you don't know the name)	<ul style="list-style-type: none">• Hey / Hi there,





2. PURPOSE

Responding
to a previous
e-mail

Formal	Informal
<ul style="list-style-type: none">I hope this email finds you well. (optional softener)	<ul style="list-style-type: none">Hope you're doing well! (friendly opener)
<ul style="list-style-type: none">Thank you for your email about...	<ul style="list-style-type: none">Thanks for your email about...
<ul style="list-style-type: none">With reference to your [email / request / advertisement / invitation]...	<ul style="list-style-type: none">As for your [invitation / question / request / suggestion]...
<ul style="list-style-type: none">I am writing to [ask / inform / request / apply / apologise / thank you for / invite you to]...	<ul style="list-style-type: none">I'm writing to / Just wanted to [ask / tell you / check / say thanks / invite you]...
<ul style="list-style-type: none">The purpose of this email is to [explain / confirm / provide information about]...	<ul style="list-style-type: none">It's about [topic]. / I wanted to tell you about...



Responding
to a previous
e-mail



3. MAIN BODY (Details, context, explanation)

Formal	Informal
<ul style="list-style-type: none">The event / meeting / conference will take place on [date] at [place].	<ul style="list-style-type: none">It will be in [place,city] on [date].
<ul style="list-style-type: none">Please find attached a [document / file / programme].	<ul style="list-style-type: none">I've attached [the file / photo / info] for you.
<ul style="list-style-type: none">I would appreciate it if you could...	<ul style="list-style-type: none">Can you...? / Could you please...?
<ul style="list-style-type: none">In addition / Moreover / As a result / Therefore...	<ul style="list-style-type: none">Also / So / By the way...
<ul style="list-style-type: none">I am available on [day/time] if that suits you... VS I am afraid I will be unable to attend...	<ul style="list-style-type: none">I'm free on [day/time] if that works for you... VS Sorry, but I won't be able to make it...

Responding to a
previous e-mail

Responding to a
previous e-mail



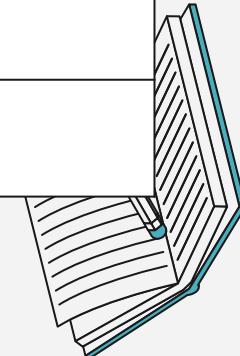
💬 4. ADDITIONAL INFORMATION + CLOSING LINE (Next step or contact)



Formal	Informal
<ul style="list-style-type: none">• Please let me know if you have any questions. / Do not hesitate to contact me if you require further information. / Should you have any further questions, please do not hesitate to contact me.	<ul style="list-style-type: none">• Just let me know if you need anything. / Drop me a line if you want to know more. / Any problems or questions, just let me know.
<ul style="list-style-type: none">• I look forward to hearing from you.	<ul style="list-style-type: none">• Hope to hear from you soon!
<ul style="list-style-type: none">• Thank you for your attention / time.	<ul style="list-style-type: none">• Thanks again for your help!

Responding
to a previous
e-mail

Responding
to a previous
e-mail





5. SIGN-OFF (Ending and signature)



Formal	Informal
<ul style="list-style-type: none">• Yours sincerely, (if you know the name)	<ul style="list-style-type: none">• Best, / Take care, / Cheers,
<ul style="list-style-type: none">• Yours faithfully, (if you don't know the name)	<ul style="list-style-type: none">• See you, / All the best,
<ul style="list-style-type: none">• Kind regards, / Best regards,	<ul style="list-style-type: none">• Bye for now, / Yours,



STRUCTURE MODELS

Formal

Dear [Title + Surname],

I am writing **to** [state your purpose clearly].

[Add relevant information – **when**, **where**, who, why.]

Please find attached [**if** applicable].

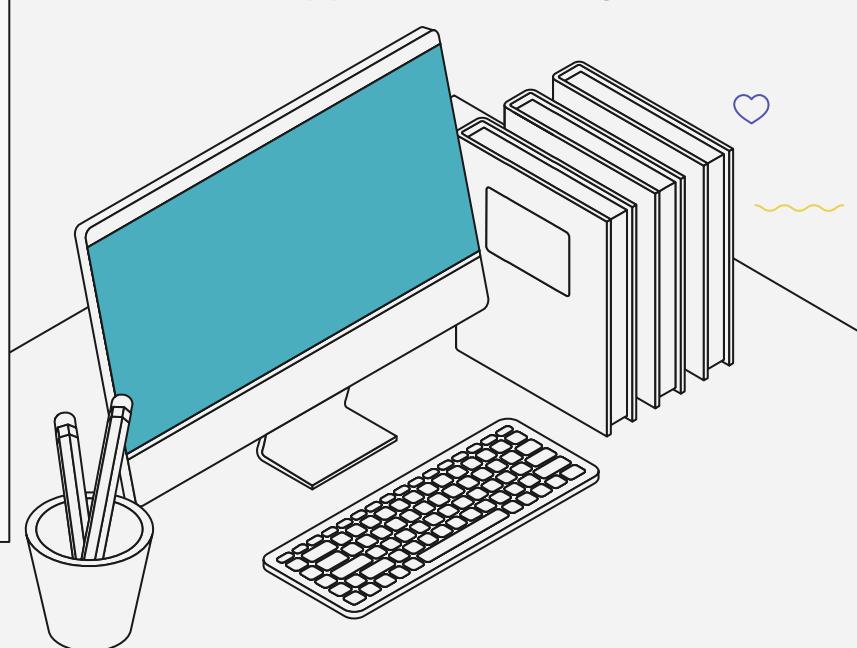
Please let me know **if** you have **any** questions.

I look forward **to** hearing **from** you.

Kind regards,

[Full Name]

[Position, **if** relevant]



STRUCTURE MODELS

Informal

Hi [First name],

Hope you're doing well.

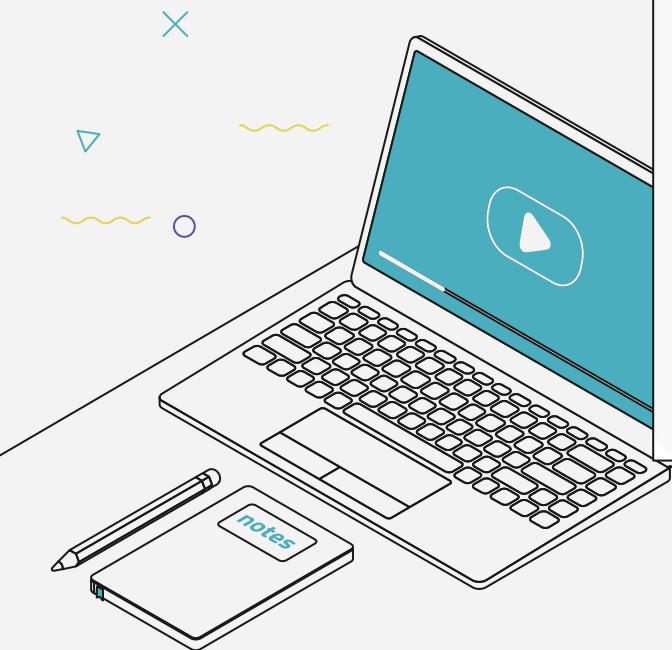
I'm writing to / Just wanted to [say / ask / tell you / invite you].

[Add more details – what, when, where, why.]

Hope to hear from you soon!

Best,

[Your name]



Rewrite this email as if you were writing to your friend Sarah.

Dear Ms Lee,

I am writing to invite you to participate in the upcoming Student Tech Innovation Workshop, which will be held on Friday, 8 March, from 10 a.m. to 3 p.m., in Room 204.

The event will focus on AI tools for education, and it will include both presentations and practical sessions on how to apply artificial intelligence in research and classroom activities. Moreover, several guest speakers will share their experience in developing educational technology.

Please find attached the detailed programme as well as the registration form.

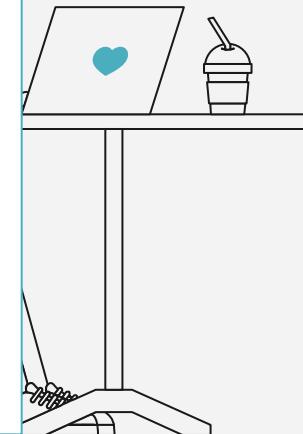
Should you have any questions, please do not hesitate to contact me.

I look forward to hearing from you.

Yours sincerely,

David Morales

Student Event Coordinator





Model answer

Hi Sarah,

Hope you're doing great! Just wanted to tell you about this Tech Innovation Workshop next Friday (8 March). It's from 10 to 3 in Room 204 — all about using AI to make studying easier. Plus, you get to try some of the tools yourself!

There'll also be guest speakers talking about how they use technology in education, so it should be really interesting. By the way, I've attached the programme and registration form.

If you've got any questions, just let me know. Anyways, hope you can come!

Best,
David

