

Recipients

[Redacted]

Who do you want to receive your email?

Subject Assignment 001

What is the purpose of your email?

Dear Sra. Flores,

Greeting: Who is receiving the email?

Thank you so much for showing us how to send emails properly! I used to be nervous about emailing my teachers, but now I know how to do it correctly. I am excited about this new school year, but I am a little nervous about starting our year off virtually. Would it be ok for me to email you if I have any questions about our assignments?

Write your body paragraph(s) here

Signature { Sincerely,  
James Smith,  
1st Period Student

Sans Serif [Rich text editor icons]

Send [Attachment icons]

