**POLITE EMAIL TEMPLATE**

**Formal Greeting: Use “Dear” and the name you address them as at**

**school**

**Example: Dear Mrs. Mizerny,**

**Introduction and Opener: Tell the recipient who is writing and provide a**

**conversational transition between your name**

**and your request.**

**Example: This is Jane Doe [in your 3rd period**

**English class]. I hope you are having a nice**

**evening.**

**Your topic or request: Tell the recipient why you are writing. Always be**

**polite and use “please” and “thank you” when**

**making your request. Let them know that you**

**appreciate their time and effort.**

**Example: I am writing because I am not sure I am**

**on the right track with the conclusion of my**

**essay. If you are available, may I please discuss**

**this with you during my study hall tomorrow?**

**Thank you very much.**

**Formal Closing: Use a formal closing remark.**

**Example: Sincerely or Regards,**

**Your Full Name: Make sure you use your full first and last name even**

**though you stated it above.**

**Subject: A brief intro of why you are writing**

**From: Make sure your email address is appropriate and professional**

**To: Make sure you have the recipient’s correct email**

**Tips:**

* **Use formal language and not text speak.**
* **Do not write in all caps or emojis.**
* **PROOFREAD before sending.**