**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.**