

E-mail Writing

Example:

To: jdonald@uflschool.com
CC: michaelsmith@uflschool.com
Subject: Michael Smith - Absence September 16th

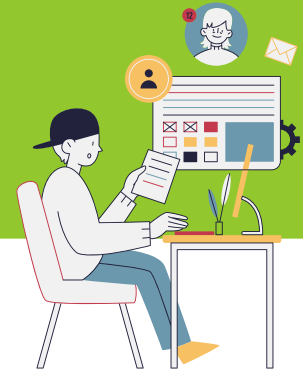
Dear Ms. Donald,

I hope this email finds you well.

I am writing to let you know that Michael will be absent tomorrow September 16th for a doctor's appointment. He will come see you today to get any assignments or homework he will be missing.

Thanks,

Mrs. Smith



Practice:

