

Write the parts of an email

Signature / closing / subject / salutation / body

The screenshot shows an email composition interface. The 'To' field contains 'Ms.Holly@EnglishUnits.com' with a 'CC / BCC' link to its right. The 'Subject' field contains 'Sick Today – Homework Question'. The salutation is 'Dear Ms. Holly,'. The body contains two paragraphs: 'I hope you are having a nice week! I am writing to let you know that I am absent today because I'm sick. I hope I will be better by tomorrow.' and 'I have a question about our homework that is due today. Is it possible for me to turn it in tomorrow when I am back? I can also scan the pages and email them today. Please let me know which is best.' The closing is 'Best regards,'. The signature block includes 'George Candybar', the phone number '555-555-5555', and the email address 'george.c@school.edu'. At the bottom is a 'Send' button and a rich text editor toolbar with icons for undo, redo, bold, italic, link, unlink, text color, background color, and font size, along with a trash icon.

To: Ms.Holly@EnglishUnits.com CC / BCC

Subject: Sick Today – Homework Question

Dear Ms. Holly,

I hope you are having a nice week! I am writing to let you know that I am absent today because I'm sick. I hope I will be better by tomorrow.

I have a question about our homework that is due today. Is it possible for me to turn it in tomorrow when I am back? I can also scan the pages and email them today. Please let me know which is best.

Best regards,

George Candybar
555-555-5555
george.c@school.edu

Send