

Email Format

- 1) Your friend's email address
- 2) Your email address
- 3) Topic
- 4) Greetings
- 5) Introduction
- 6) Body
- 7) Conclusion
- 8) Sign Off
- 9) Your name

To : lingau@mymail.com 1. Your friend's email address
 From : azmieY@mymail.com 2. Your email address
 Subject : **Invitation 4 a class reunion** 3. Topic

Hi Lingau! 4. Greetings

5. Introduction → How r u doing in Sarawak? I hope u r well.

6. Body → FYI, I really miss our school days. Guess what, we've decided to have a reunion! Come over 2 SMK Permas Jaya 2 to join the Form 1 Ikon – class of 2022 reunion. BTW, the G8 news is I have contacted all our classmates and a few teachers. I found them on social media.

7. Conclusion → Please make it for the event. I'd like you 2 b there. Melisa, our former class treasurer, will collect the money. Please confirm your attendance ASAP.

G2G. CU soon!

8. Sign Off → Your friend,

9. Your name → *Az*

Friendly Openings

Hi, How are you?

I really miss you!

I hope you are in the pink/ as fit as a fiddle.

It's good to hear from you.

Useful Phrase

Good luck.

Sorry for not answering your last email.

I love reading your emails.

Friendly Endings

Keep in touch!

Bye! Take care!

That's all for now.

Write back soon!

Read the message from your friend.

Hi Joey,

I broke my old phone. I'm planning on buying a new phone but I'm not sure what to get.

I was thinking between Samsung, Iphone or Nokia. Here is some information on them.

Can you share with me what you would recommend for me to buy and why?

Christy

Smartphones



Phones	Samsung	Iphone	Nokia
Storage	32GB	16GB	16GB
Colour	Black, Silver	White, Rose Gold	Black, Greyish-Blue
Camera	Dual	Single	Single
Price (RM)	1875	3250	800

In about **80 words**, write an email to Christy to give your recommendation.

To: _____

From: _____

Subject: _____

From,
Joey