حكومة دبي
GOVERNMENT OF DUBAI

معهد الشيخ راشد بن سعيد الإسلامي
Sheikh Rashid Bin Saied Islamic Institute

English Department

How to write an email

كيفية كتابة بريد إلكتروني

Informal = personal شخصي – غير رسمي (بين الأصدقاء و الأهل)	Formal رسمي خاص بالعمل – الدراسة (مدير – موظف – مدرس)
From: المرسل	**From:** المرسل
To: مرسل إلي	**To:** مرسل إلي
Subject: الموضوع	**Subject:** الموضوع
Hi / Hello How are you? I want to (ask – tell – know – explain …….. / I'm…… / I also want to say that …….. I will be waiting for your reply. Write to me soon My best wishes Yours "Name"	**Dear sir,** I wish to find you well. I write this email to (ask – tell – know – explain …….. / I am ….. I want to add that ……. I look forward to hear from you. Waiting for your kind reply. Kind regards Yours faithfully (المخلص) "Name"

Write an email to your school teacher asking him about the project

Formal – "Student : Teacher"

From: Hamad345@gmail.com
To: ehabaly74@yahoo.com
Subject: English project
Dear sir, I wish to find you well. I write this email ask you about the English project. What is the project about? How many words should I write? How can I send it to you? I look forward to hear from you. Waiting for your kind reply. Kind regards Yours faithfully (المخلص) Hamad

English Department

Write an email to your friend inviting him to your birthday party. Tell him about the place, time and what you will do. { Informal – "Friend : Friend" }

From: Hamad345@gmail.com
To: ddkhalid67@yahoo.com
Subject: My birthday party
Hi, How are you? I want to invite you to my birthday party. It will be at my house on Friday. It will start it 6 pm. Try to come early. We will play computer games. We will play football in out garden. Many friends will come. It will have good time. Write to me soon My best wishes Yours Hamad

Write an email to your friend inviting him to spend a day with you in your family's farm in Al-Ain. Tell him the time, how can you go, what will you do and when will you come back. Your email is khalid_34@hotmail.com / Your friend's email is ahmed-432@yahoo.com

From:
To:
Subject:
……, Yours ……