The Institute for Collaborative Learning

Writing production sample lesson: a complaint email

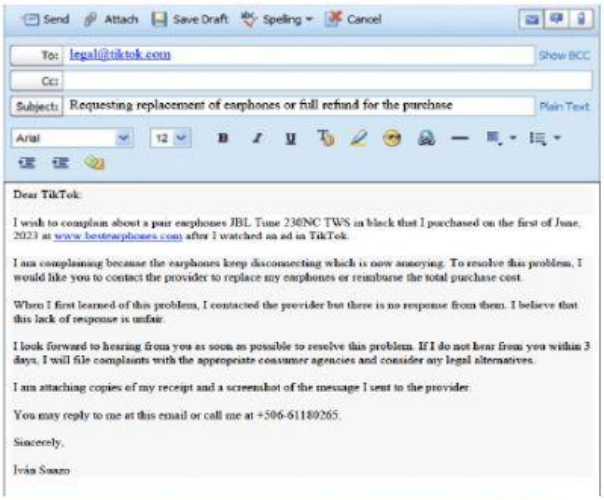
2. Draft your complaint email. Don't worry about mistakes.

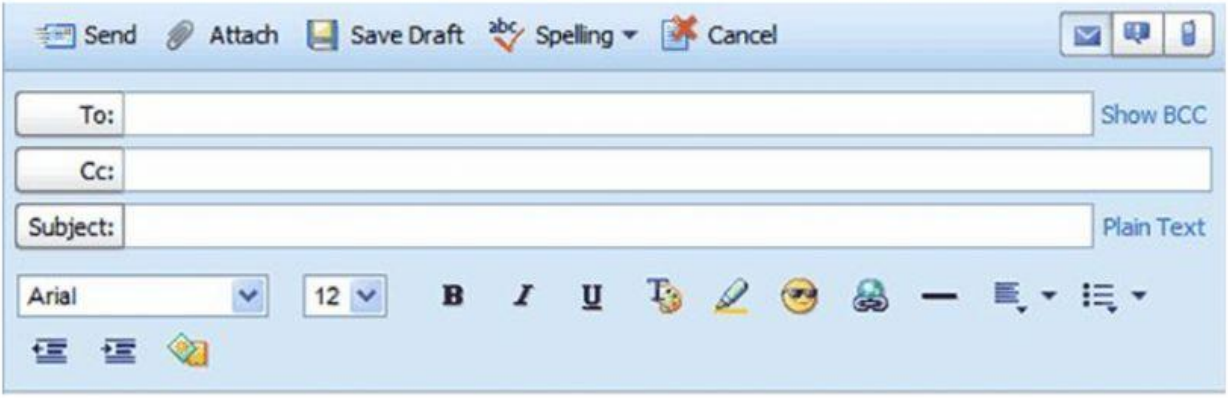
Make sure you include:

- Parts of an email

Recipient	Subject
Salutation	Email Body
Closing	Signature

- 2-4 statements describing the issues
- 1-2 statements requesting replacement or full refund





LIVEWORKSHEETS