

## Writing production sample lesson: a complaint email

### 3. Self revising the complaint email.

Use the table below to revise your draft email. Check the corresponding column.

Revision checklist	My revision		
My complaint email...	Yes	No	Partially
includes the 6 parts of an email			
has 2-4 clear statements describing the issues			
includes 1-2 statements requesting replacement or full refund for the purchase of the wireless earphones			