

	More friendly and less formal	More formal and polite
Starting the email	Hello	2 _____
	1 _____	
Give the reason for writing	It's about ...	With regard to ...
		3 _____
Arrange a meeting	Do you want to meet at ...?	5 _____
	4 _____	
Apologize	Sorry, but ...	I apologize that ...
Future contact	6 _____	7 _____
End the email	Bye for now	Best regards
	8 _____	