

University of Costa Rica  
Master's Program in Teaching English as a Foreign Language  
Professional Practicum  
TechSpeak: English Empowering Industrial Engineers

**Email template**

**From:** qualitycontrol@xfautoparts.com

**To:** Robert.Adams@xfautoparts.com

**Subject:** Issues with the production schedule

Good morning, **Mr. Adams**,

I hope this email finds you well.

**[Introduction]**

**[Body]**

**[Closing]**

Kind regards,

**[Your Name]**

**[Name of the company]**