

Emails should have 5 parts: email address, subject, greeting, body, and closing

Directions: drag the words below to complete the email.

morning	work	Mr. Axel	have
Wednesday	swap	jaxel@yahoo.com	afternoon

**To:**  
**From:** jpeters@email.com  
**Subject: Swap Shifts**

Dear \_\_\_\_\_,

My coworker Noah and I are going to \_\_\_\_\_ shifts on \_\_\_\_\_. I \_\_\_\_\_ to go to DMV so I can't \_\_\_\_\_ in the morning. I will work Noah's \_\_\_\_\_ shift and he will work my \_\_\_\_\_ shift. I hope it's ok with you.

Sincerely,

Jenny Peters

Send

A | U +

	Wednesday, April 30
Morning Shift 8:00 AM to 12:00 PM	Jenny Peters
Afternoon Shift 12:00 PM to 4:00 PM	Noah Nunez
Evening Shift 4:00 to 8:00 PM	Kim Lee