Example of an email :

New Message

To aiminursyafiqah33@gmail.com <--------- **email** Cc Bcc

Subject A trip to the Melawi beach <--------- **Title of the email**

Hi **Aimi** ! <---------**1) Greeting**
2) recipient's / receiver's name

How are you ? Last month, my family and I **went** on a trip to the **Langkawi** beach. It **was** very **windy** and **cozy** there. We **rode** horses and took a tour around the beach. They **were** very fast. I **took** a lot of photos at the **scenic** beach. We **saw starfish** at the beach. They **were starry** and interesting too ! I **liked** the birds the most ! Melawi beach **was** fun !

Fatin <--------- **Sender's name**

Sans Serif

Send

Write an email based on the example given or write using your own words.

New Message

To _____@gmail.com <--------- **email** Cc Bcc

Subject A trip to _____ <--------- **Title of the email**

Hi _____ ! <---------**1) Greeting**
2) recipient's / receiver's name

How are you ? Last month, _____

_____

_____

_____

_____.

_____ <--------- **Sender's name**

Sans Serif

Send

LIVEWORKSHEETS