

NAME



CLASS

NO

CLOSING

1

SIGNATURE
FILE

2

SUBJECT

3

SALUTION

4

BODY

5

MESSAGE
CONTENT

6

DEAR

7

TO

8

REGARDS

9

FROM

10

THE OUTLINE OF E-MAIL



Samuel Allison <samuel.allison@xyz-inc.com>

Karen Jones <karen.jones@lmno-inc.com>

Marks report

Karen:

Have you completed a revision of the Marks report, and if so, may I have a copy of it? I would like to take it to my meeting with Rachel tomorrow.

I will be in my office until noon if you have any questions.

Sam

--
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Send