Parts of an Email

Subject

Opening

Body

Closing

To: JTepper@yahoo.com Show BCC

Cc:

Subject: Doctor Appointment Plain Text

Dear Jake Tepper,

Your test results have come in and Dr. Jones would like to schedule a time to meet with you to discuss them. Are you available to come into the office on Thursday, March 10th at 1:30pm? Please send me an email today to confirm you are able to make this appointment.

When you come in to see the doctor, please bring a list of your current medications. Also remember to wear a mask.

Sincerely,

Mira Gatos
Receptionist, Dr. Jones Riverside Clinic
519-979-5689

LIVEWORKSHEETS