

English Department

How to write an email

كيفية كتابة بريد إلكتروني

Informal = personal شخصي – غير رسمي (بين الأصدقاء و الأهل)	Formal رسمي خاص بالعمل – الدراسة (مدير – موظف – مدرس)
From: المرسل	From: المرسل
To: مرسل إلي	To: مرسل إلي
Subject: الموضوع	Subject: الموضوع
Hi / Hello How are you? I want to (ask – tell – know – explain / I'm..... / I also want to say that I will be waiting for your reply. Write to me soon My best wishes Yours "Name"	Dear sir, I wish to find you well. I write this email to (ask – tell – know – explain / I am I want to add that I look forward to hear from you. Waiting for your kind reply. Kind regards Yours faithfully (المخلص) "Name"

Write an email to your school teacher asking him about the project

Formal – “Student : Teacher”

From: Hamad345@gmail.com
To: ehabaly74@yahoo.com
Subject: English project
Dear sir, I wish to find you well. I write this email ask you about the English project. What is the project about? How many words should I write? How can I send it to you? I look forward to hear from you. Waiting for your kind reply. Kind regards Yours faithfully (المخلص) Hamad

