	More friendly and less formal	More formal and polite
Starting the email	Hello	2 _____
	1 _____	
Give the reason for writing	It's about …	With regard to …
		3 _____
Arrange a meeting	Do you want to meet at …?	5 _____
	4 _____	
Apologize	Sorry, but …	I apologize that …
Future contact	6 _____	7 _____
End the email	Bye for now	Best regards
	8 _____	

LIVEWORKSHEETS