

	Example 1	Example 2	Example 3	Example 4
Tip1: Use a simple, specific subject line	Meet Monday about schedule change?			
Tip 2: Use greetings – always				
Tip 3: Follow K.I.S.S. in your email body				
Tip 4: Make your purpose or request clear	A. Introduce Yourself: <i>My name is [name].</i> 	B. State Your Purpose 	c. Thank you 	d. Call to Action
Tip 5: Use a professional closing				
Tip 6: Review for clarity and accuracy				
Tip 7: Include your signature				

Drag & drop the items below in the correct category above – there is more than 1 correct answer for each category.

2 ideas to solve budget issue	I'm writing in response to the email you sent on [date]...
Answer to your questions about pricing plans	I look forward to receiving your reply
Avoid long paragraphs.	I have a follow-up question for you.
Avoid translating expressions	I'd like to request a quote/more information about...
Check spelling	Thank you for the information you provided.
Dear Hiring Manager,	Thank you for responding to my request/inquiry/complaint so quickly.
Hello [first name] or [title + last name],	Thank you for your prompt reply.
Hi [first name],	Thank you for your time and attention.
<i>I noted your contact information on your company's website. I am writing in reference to...</i>	I'd like to respond to your request/inquiry/complaint about...
<i>I received your contact information from [insert name]. I am writing to request/to inquire...</i>	If you have any questions or concerns, please do not hesitate to contact me.
Include your contact information at the end.	I look forward to learning more about...
Include your company website.	Review punctuation
Include your phone number	Best regards,

Meet Monday about schedule change?	Warm regards,
To whom it may concern, / Dear [job title],	Best wishes,
Update on software bug	All the best,
Use bullet points for important details or lists.	Use correct capitalization for sentences and proper nouns
Use short sentences.	Please let me know if that time works for you.
Use simple grammar structures.	