University of Costa Rica
Master's Program in Teaching English as a Foreign Language
Professional Practicum
TechSpeak: English Empowering Industrial Engineers

Email template

From: qualitycontrol@xfautoparts.com

To: Robert.Adams@xfautoparts.com

Subject: Issues with the production schedule

Good morning, **Mr. Adams**,

I hope this email finds you well.

[Introduction]

[Body]

[Closing]

Kind regards,

[Your Name]

[Name of the company]

LIVEWORKSHEETS