SHORT EMAIL (30 – 50 WORDS)

EMAIL FORMAT

1. Recipients email address (Alamat email penerima)
2. Your email address (Alamat email awak)
3. Topic
4. Greetings
5. Introduction
6. Body
7. Closure
8. Sign off'
9. Your name

To : akmal@mail.com ← 1. Recipients email

From : sani@mail.com ← 2. Your email address

Topic : My birthday party ← 3.Topic

Dear Akmal, ← 4.Greetings

How are you ? I hope you are fine. I would like to invite you to my birthday party this Sunday. ← 5.Introduction

Let's join us at the Royal Hotel at 3 o'clock. The theme is blue and white, so please dress in those colours. ← 6.Body

I hope you can come and celebrate with me! Goodbye. ← 7.Closure

Your friend, ← 8.Sign off

Sani ← 9.Your name

LIVEWORKSHEETS

Model 1 : Part 6

You want to invite your friend, Natasha to visit the museum.
Write an email to her.
In your email, tell her :

- the location of the museum
- the date and time
- about what you will see in the museum

Write about 30 – 50 words .
Write your email below.

To : natasha@email.com
Subject : Grand Opening of National Museum

_____,

_____

_____

_____

_____

_____,

Azimah

LIVEWORKSHEETS