

Labeling an Email

1

2

3

Thank You

To smith@school x 1

Cc principal@school x 2

Bcc mom@home x 3

Thank You 4

Dear Mrs. Smith, 5

In my English class, we have been discussing the impact that special people have made on our lives. It made me reflect on how thankful I am that you were my teacher in 11th grade English. Your passion for teaching made a lasting impact on me. In fact, it is one of the most significant reasons that I decided to become an English teacher too. 6

I hope you're doing well, and I would love to hear from you. Thank you for all you have done for me!

Kind regards, 7

Sara Jones 8

Recipient/Receiver

Blind Carbon Copy

Electronic Signature

Carbon Copy

Subject Line

Greeting

Closing

Body/Message

8

7

6