

## Write the parts of an email

Signature / closing / subject / salutation / body

The image shows a screenshot of an email composition window. The 'To' field contains 'Ms.Holly@EnglishUnits.com' and 'CC/BCC' is visible in the top right. The 'Subject' field is 'Sick Today - Homework Question'. The salutation is 'Dear Ms. Holly,'. The body contains two paragraphs: 'I hope you are having a nice week! I am writing to let you know that I am absent today because I'm sick. I hope I will be better by tomorrow.' and 'I have a question about our homework that is due today. Is it possible for me to turn it in tomorrow when I am back? I can also scan the pages and email them today. Please let me know which is best.' The closing is 'Best regards,' followed by the name 'George Candybar', phone number '555-555-5555', and email 'george.c@school.edu'. The bottom toolbar includes a 'Send' button, icons for attachments, emojis, and text formatting options like bold, italic, link, and font size.

To: Ms.Holly@EnglishUnits.com CC/BCC

Subject: Sick Today - Homework Question

Dear Ms. Holly,

I hope you are having a nice week! I am writing to let you know that I am absent today because I'm sick. I hope I will be better by tomorrow.

I have a question about our homework that is due today. Is it possible for me to turn it in tomorrow when I am back? I can also scan the pages and email them today. Please let me know which is best.

Best regards,

George Candybar  
555-555-5555  
george.c@school.edu

Send [Attachment] [Emoji] [Link] **B** *I* [Color] AA ... [Trash]