

### Example of an email :

**New Message** [Close] [Maximize] [Refresh]

To: aminursyafiqah33@gmail.com <----- email > Cc Bcc

Subject: A trip to the Melawi beach <----- Title of the email >

Hi **Aimi** ! <-----1) Greeting  
2) recipient's / receiver's name >

How are you ? Last month, my family and I **went** on a trip to the **Langkawi** beach. It **was** very **windy** and **cozy** there. We **rode** horses and took a tour around the beach. They **were** very fast. I **took** a lot of photos at the **scenic** beach. We **saw starfish** at the beach. They **were starry** and interesting too ! I **liked** the birds the most ! Melawi beach **was** fun !

**Fatin** <----- Sender's name >

[Send] [Text] [Image] [Link] [Emoji] [Attachment] [More]

Write an email based on the example given or write using your own words.

**New Message** [Close] [Maximize] [Refresh]

To: \_\_\_\_\_@gmail.com <----- email > Cc Bcc

Subject: A trip to \_\_\_\_\_ <----- Title of the email >

Hi \_\_\_\_\_ ! <-----1) Greeting  
2) recipient's / receiver's name >

How are you ? Last month, \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

\_\_\_\_\_ <----- Sender's name >

[Send] [Text] [Image] [Link] [Emoji] [Attachment] [More]