

Subject: Says what you are writing about

Purpose: Says why you are writing

Body: Gives more information

Signature: Formal emails end with "Sincerely" and your full name

Closing: Says what you want the reader to do and why you want them to write back

Greeting: Greets the person you are writing to. For formal emails, when you don't know who you are writing to, say "Dear Sir or Madam," if you do know them, use their full name and title ("Dear Mr. John Smith,").

Receiver's email: The email address you are sending to

Formal email model

New message

• To: info@funtravel.com

• Subject: Tokyo holiday

Dear Sir or Madam,

I am interested in visiting Tokyo. I would like to know some things about the city.

What is Tokyo like? Is it a busy city?

What is the weather like in March? What is it most famous for? How much will it cost for a five-day trip?

I look forward to hearing from you.

Sincerely,

Olivia Moore

SEND

LIVEWORKSHEETS