

Name _____ **Email Etiquette**



Formal E-mail Etiquette

Formal letters follow a standard format and use formal language. A formal email should do the same. It should also follow all the rules of email etiquette.

Practice writing a formal e-mail by choosing from one of the topics below. Fill out the worksheet to plan your e-mail. Compose your e-mail online, following a standard business format. Send your e-mail to the e-mail address provided by your teacher.

request an extension for an
assignment

request a meeting with your
teacher

Greeting

Subject Line

Opening
Remarks

Content

Request for
Action

Closing Remarks

Closing
