

# How to Write an Email

In many of your emails for this course, you are writing to ask for advice and/or help. Since you are asking for a favor, you need to use *formal and polite writing styles*.

You need to include the following in your email exchanges:

- 1. Subject line:** include our course name and the topic of your email

*examples:* OE1: class absence  
IE3W: topic choice  
AW: BP#1 first draft  
SC2: debate topic  
WES: listening homework

- 2. Salutation:** include a greeting and name

*examples:*  
a. Hi Nicole, ...  
b. Dear Nicole, ...

- 3. Reason:** give your reason for writing (and make a request)

*examples:*  
a. I finished my outline. Could you check this, please?  
b. Could you give me some advice about my essay topic?  
c. I am not feeling well this morning, so I will miss our lesson.

- 4. Thanks:** include an expression of thanks (if you made a request)

*examples:*  
a. Thank you for your help.  
b. I'd appreciate your advice.

- 5. Closing:** include a closing greeting and your name

*examples:*  
a. Best, ...  
b. See you soon, ...

# Sample Email

Insert addresses (separated by commas) [Show Bcc](#)

**To:**

**Cc:**

**Subject:** AW: Topic advice

[Plain Text](#)

abc F A **B** *I* U T

Dear Nicole,

This is Misa from your Thursday Academic Writing course.

My essay topic is the influence of Japanese pop culture on American society.

I would like some advice on the subtopics for my thesis statement.  
Are these subtopics OK?

- a. influence on comic books
- b. influence on animated movies
- c. influence on cuisine

Thanks for your help.

Best,  
Misa

