EMAIL · FORMAT AND SAMPLE

TO → To: nitesh.k@example.com

SUBJECT → Subject: Re: Your new school in Pokhara

SALUTATION → Dear Nitesh,

OPENING → Thank you for your email. I was so happy to hear that you have settled in well at your new school in Pokhara.

BODY → You asked about my plans after grade 12. I have decided to study Computer Engineering, so I am preparing for the IOE entrance exam this summer. I attend coaching classes every morning and study at home in the evening. It is hard work, but I am enjoying it.

How are your studies going? Do write and tell me about your new friends and teachers. If you come to Kathmandu during the Dashain holiday, let us meet.

CLOSING → Best wishes,

SIGNATURE → Sushant

Sample from careerkyt.com — make your own free