

Main body of email (main message).

Use good spelling, grammar and punctuation!

CC Recipient – this is an additional person who you wish to see the email but it is not directly for them to action

Main Recipient

Signature

Complimentary Close

(Not as formal as a business letter!)

Greeting

Subject

Good Email Etiquette

All of the above should be included in every email sent!

Ensure that you do not send an email without a subject and an appropriate message.