



Phrases used in Writing Emails:

Beginning:

Dear,

Thanks for your email this morning/ yesterday/ on Monday/ last week/...

It was great/ so nice to see you again on Monday.

Body:

I'm writing to you about

I'm writing (to you) because I have just found out that/ because I thought you'd like to know that/ because I need/ because...

Conclusion (Closing):

I look forward to hearing from you (soon)./ (I'm) looking forward to hearing from you (soon).

Please let me know if that's okay/ if you can/ if you need

If you have any (more) questions (about...),...

See you on Monday

Thanks

Cheers.

T. Dalal AL-Hammadi

Zainab Bint Abi Salama (5-9)