**How to set out a formal email:**

Text

Description automatically generated with low confidence

* **Use the subject line**- make it clear what the email is about.
* **Start the email with an appropriate greeting**- for example, ‘Hello, hope you’re well?’, ‘Dear …’
* **State the purpose of the email**- ‘I am writing in regard to…’ or ‘I am writing in reference to…’
* **Pay attention to punctuation/ grammar** - make sure you use full stops and commas, be sure to use a capital ‘I’ and use capital letters when starting a sentence.
* **Put spaces between paragraphs**
* **Use an appropriate closing**- for example, ‘best wishes’, ‘thank you’, ‘kind regards’