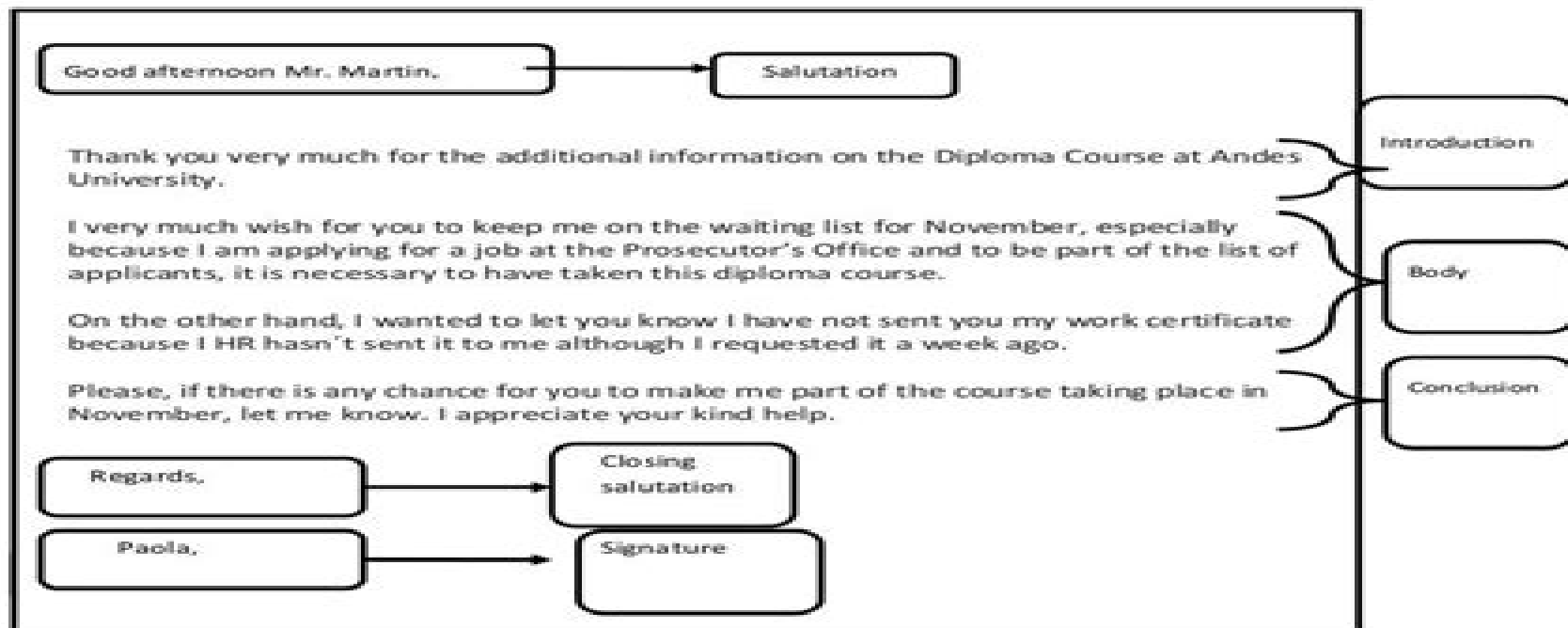


# HOW TO WRITE EMAILS AND LETTERS

## Professional Development – Emails and Letters

Emails, as well as letters are ways for people to communicate either on a formal or informal basis. Each one of these follows a different structure. Here, we have steps and a sample of each to follow when writing an email and/or a letter, including address, date, salutation, introduction, body, conclusion and closing salutation and signature.

### SAMPLE EMAIL



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**SA Dillow**



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