



[Writing a formal e-mail - stap.ap.be]



1 **Always use your AP-address.**

john.williams@student.ap.be

johnyboy74@hotmail.com

2 **Clear and accurate subject.**

question about exam Art Philosophy

question

3 **Use a proper salutation.**

Dear Mr. Williams, Dear Dr. Crombez

Dear Mrs (or Ms) Hendrickx,

Dear Sir or Madam,

Hi, hello,

Yo bro,

Dear,

4 **Add an appropriate closing remark.**

Yours sincerely, (UK) Sincerely, (US)

Yours faithfully,
(when you don't know the name)

Ciao, see you later, all the best (informal)

Best regards or kind regards (semi-informal)

5

Sign with your full name, year and field of study.



Vincent Van Gogh
BA1 Fine arts Painting
Group 3



Bye, Vincent

6

Keep your message and tone professional.



I could meet on Monday, if you are available then.



I want to meet on Monday.



Thank you for your prompt response.



Thank you so very much!!!! :-)



I look forward to hearing from you at your earliest convenience.



Please reply as soon as possible.

7

Mention attached files in the e-mail.



Please find attached a copy of the report at the end of this e-mail.



I'm sending you more information as an attachment.

8

Give documents and files (attachments) a relevant name.



Paper Research 1 Vincent Van Gogh Fine Arts



Paper 1



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