# Sending an Email | Template Activity

*Name:* _____

*Teacher:* _____

*Date:* _____

Using the email templates below, draft an email to your best friend, and another to your teacher. Think of the kind of language you would use. Feel free to use made-up email addresses if you don't know the real ones.

## Email #1

To:

Cc:

Subject:

Send ▼

## Email #2

To:

Cc:

Subject:

Send ▼