

EMAIL TO AN UNKNOWN READER, REQUEST FOR INFORMATION

Neutral, brief

To: info@redwallabyinsurance.com

Hello,

I saw your ad regarding the new business insurance rates for start-ups. Could you send me further details about your insurance products please?

Thanks,

Joe Filicudi

EMAIL TO A KNOWN READER, FOLLOWING UP EARLIER PHONE CONVERSATION;

Friendly but relatively formal.

To: samj@shonkybrothersfinancial.com.au

Hi Sam

Thanks for your time on the phone this morning. Following our discussion I would be interested in looking more closely at the rates you offer for new businesses. If you could send me some more details I'd appreciate it.

Many thanks,

Ella Davison

EMAIL TO A KNOWN READER, REQUESTING ACTION TO RECTIFY A PROBLEM CAUSED BY THE READER'S COMPANY
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Courteous but assertive and clear about expectations.

To: joe.johnson@eternitytelecom.net

Hi Joe,

Can I get you to help me with a problem with our latest invoice please? The December invoice (attached) seems to have duplicated the service fee for the previous month, so I have been charged an additional \$200. I raised this in an email with your billing department but have not received a response and have now received a second reminder for the same amount.

I'd be grateful if you would assist in sorting this out for us.

Thanks,

Bill Robinson

EMAIL TO A UNIVERSITY LECTURER, REQUESTING AN EXTENSION ON AN ASSIGNMENT
--

Friendly but respectful, assumes a positive response.

To: clairekerhahan@latrobe.edu.au

Hi Claire,

I'm just writing to ask whether I could have an extension for the assignment that's due next week. I was diagnosed with COVID a few days ago and I've been pretty sick.

Would it be OK if I submit the assignment a week later than the due date?

Thanks,

William Reid.

EMAIL TO A UNIVERSITY LECTURER, REQUESTING PERMISSION TO DO A DIFFERENT ASSESSMENT TO THE ONE SET

Friendly but respectful and relatively deferential.

To: joseph.lobianco@unimelb.edu.au

Hi Professor Lo Bianco,

You mentioned in the tutorial last week that we should contact you if we wanted to propose an alternative topic to the ones you set for the end-of-semester assignment.

I'm thinking of writing a paper on the history of the Adult Migrant Education Program. The proposed topic would be: An analysis of the changes in assessment and curriculum in the AMEP and their impact on learners.

Do you think that would be OK?

Many thanks,

Judy Anderson

EMAIL TO A SUPPLIER- INFORMING THAT THEIR BID WAS UNSUCCESSFUL
--

Formal and courteous

FORMAL REJECTION NOTICE

Hello Andrew,

Thank you for your proposal and quotation for the construction of our new premises.

I regret to inform you that, after reviewing the detail of all the proposals received, the company has decided to proceed with a different contractor.

Thank you for your interest in working with our company.

Your sincerely,

Louise Matheson

Chief Operating Officer

EMAIL TO AN UNKNOWN READER, SUBMITTING A JOB APPLICATION
Formal and courteous

EMAIL TO AN UNKNOWN READER, SUBMITTING A JOB APPLICATION

To: apply@jbengineering.com

Hello,

I would like to apply for the position of Graduate Accountant with your organization, as advertised on your website.

I am attaching a copy of my resume, contact details and qualifications, together with responses to key selection criteria.

Thank you,

Karen Williams.