

Name: \_\_\_\_\_

# Planning My Email

Answer the questions to plan your friendly email.

Who will I write to? \_\_\_\_\_

What three things do I want to tell about in my email?

1. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_