# EMAIL TEMPLATE

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**To:** E-mail address of the one you’re sending it to

**Subject:** 7 words or less about why you’re writing this email

*Greetings:* **Dear** First name Last name/ Mr. Last name/ Mrs. (married) or Ms. (don’t know if married or not), or Miss (unmarried) Last name**,**

*Body/Middenstuk:* Introduce yourself (if it’s your first email to them) + Why you’re writing this email. **My name is** First name Last name**, and I am a student at Montaigne Lyceum. I am writing this email to** ….

*Ending sentence:* **Hope you reply soon! / Thank you for your attention.** Etc.

**Kind regards,**

Your First name Last name

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*Italic text/ Schuingedrukte tekst:* Don’t write that down in your email! Schrijf dit gedeelte niet in je email!

**Bold text/Vetgedrukte tekst:** You can use these pieces of text in your email. Je kan die stukken tekst letterlijk gebruiken in je email.