Digital
Ambassador

Formatting

When formatting ensure your email follow the appropriate format of:

> **Greeting**
>
> **Body**
>
> **Sign Off**

In addition, there is enough space in between sections to provide easy reading for anyone receiving the email.

Example:

Draft saved   — ↗ ✕

johnsmith123@gmail.com

Week 5 Lecture Inquiry

Hi John,

What time is the Tuesday lecture this week?

Thank you,

Karol J.