









From: gfaucher@rocusa.org
Sent: Monday, October 30, 2017 10:00 AM
To: workshop participants
Subject: Good email format

Dear email Sender,

Notice the 2 spaces above. This line should briefly tell you why I am writing and support the information that will come in the next paragraph. Remember, email should be as brief as possible. If the message is too long or complex, you should consider a phone conversation or face-to-face.

Put spaces between paragraphs for easy reading. If I am going to list a few reasons, or some items, or several things—instead of using one long sentence, try using bullet points to keep the text clean and easy to follow:

- Like this
- And this
- And this too
- And finally this

The last part of the email should be your ask, if there is one. For example, please provide copies of board minutes for the dates listed. Always...thank person for their assistance, or time, or attention, and suggest that if there are questions to let you know.

Sign off appropriately...best regards; sincerely, respectfully, thank-you, etc.

Your name