Name: Date:

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| CLB 3: Writing- Email  |

**Instructions:** You have a parent-teacher meeting scheduled for 4:30 PM on Wednesday, May 8th. Write an email to your child’s teacher, Mrs. Smith and reschedule the meeting. Your message should be about 5 sentences long and include:

1. Subject
2. Greeting
3. The purpose of your email
4. Request to meet at 4 pm on Thursday, May 9th instead
5. Closing
6. Your name

As you can see on the next page, email addresses are written for you already.

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| From: youremailaddress@mail.comTo: mrsmith@mail.com |
| Subject: |
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