**Application Activity: Email**

Name: Enter Response Here

**Instructions**

In this activity, you will apply the principles you learned in various Writing Preps to write a “request and reply” email to a recipient of your choice (i.e. an email to a boss, client, church leader, teacher, school counselor, department lead, customer service, etc.). You might also consider using this email to set up another informational interview as a part of your ongoing networking process.

Make sure your email includes at least the following components:

* Appropriate subject line
* Appropriate salutation
* Background information
* Established Ask
* Conclusion or desired “next steps”

Don’t forget to include a subject line, salutation, background information, your ask, as well as a conclusion with “next steps.”

**Your Email**

**Subject Line:**

Enter Response Here

**Email:**

Enter Response Here