

Writing a Proper Email ★

The Necessities of a Professional Email

*****Create a draft directly on this worksheet, then copy to your email.*****

1. Greeting Don't forget to make sure you're using the correct form and spelling of the person's name.

- Dear Ms. Johnson,
- Dear Mr. Ed Myers,

Be Friendly!

2. Opening Establishes a polite and friendly tone.

Be Sincere!

- I hope this email finds you well.
- I trust this email finds you well.
- I hope you are doing well.

3. Introduction Introduce yourself and your role within the FFA chapter.

- My name is Emily Davis, the FFA chapter president at Jefferson High School.

Be Concise!

4. Connection/Context Establish a connection to the recipient's organization and show genuine interest.

- As a prominent agricultural business in our community, we greatly admire [Business Name]'s commitment to supporting education and youth development.

Be Genuine!

5. State Your Purpose.

Clearly state why you are writing the email and provide context.

- *I am reaching out to you to request a donation in support of our upcoming FFA activities, including [briefly mention specific activities or events].*

6. Provide Details.

Specify what the donation will be used for and how it will benefit the FFA chapter.

- *Your generous donation will directly support our efforts to provide educational resources, leadership development opportunities and hands-on agricultural experiences to our members.*

7. Closing Request

Politely ask for their consideration and specify any additional information they may need.

- *We would be grateful for any contribution you can make to help us achieve our goals. Please let us know if you need any further information from us.*

8. End with your regards.

Choose an appropriate closing remark.

- *Thank you for considering our request.*
- *We appreciate your support.*
- *Looking forward to hearing from you soon.*

EXAMPLE

Subject: Request for Donation to Support Jefferson High School FFA

Dear Mr. John Smith,

I hope this email finds you well.

My name is Emily Davis, and I am the president of the FFA chapter at Jefferson High School. As a prominent agricultural business in our community, we greatly admire Smith Farms' dedication to fostering education and supporting youth development.

I am reaching out to you to request a donation in support of our upcoming FFA activities, including leadership conferences, agricultural education events and community service projects. Your generous contribution will directly support our efforts to provide valuable educational experiences and opportunities for personal growth to our members.

We would be grateful for any contribution you can make to help us achieve our goals. Please let us know if you need any further information from us.

Thank you for considering our request. We appreciate your support and look forward to the possibility of partnering with Smith Farms.

Sincerely,

Emily Davis
President, Jefferson High School FFA

