

# TIPS FOR WRITING EMAILS



Email can be a good way to talk to someone because:

- You have time to think about what you need to say and you can make changes before you send the email.
- You are creating a written record so that everyone remembers what was said and what was promised.
- You can include other important people in the email so that everyone has the same information. This could be your caseworker or support person.

## SAMPLE EMAIL

Hello \_\_\_\_\_(name of person you are emailing),

I would like to talk to you about \_\_\_\_\_(something you need, a question you have, or a problem you want help with). **This is important to me because** \_\_\_\_\_.

Can you please get back to me by \_\_\_\_\_(day you want to hear from them)? You can reach me \_\_\_\_\_(by email, at this phone number, etc.). **Thank you, and I look forward to hearing from you.**

(Your name)