

Student Name: \_\_\_\_\_ Period: \_\_\_\_\_ Date: \_\_\_\_\_

**INDEPENDENT PRACTICE: EMAIL**

**Directions:** Fill in the form as you would send an e-mail to your teacher. Be sure to include all parts necessary for the scenario below.

**Scenario:** You need to send an e-mail to your teacher letting him/her know that you will not be at school next Friday. Explain that you are submitting your project that is due on Friday as an attachment to the message. Send a copy of the email to your mom and a blind copy to your principal. Be sure to that you sign and include contact information in case your file does not arrive.

TO:	
FROM:	
SUBJECT:	
CC:	
BC:	
Attachment:	