

H o w t o w r i t e a n e m a i l

Salutation

Dear Ms. + surname (male) / Dear Mrs. + surname (woman)

Message content

First of all, thank you for your last email, I was very glad to hear that I was selected by your school.

I am a teacher and I have worked for five years ago in the same primary school.

But now I am looking for a change. **For that reason** I contacted you to ask for a position as a school member.

Finally, do not hesitate to write me if you have any question.

Looking forward for your answer

Yours sincerely,

Closing

Mark Austin

Signature