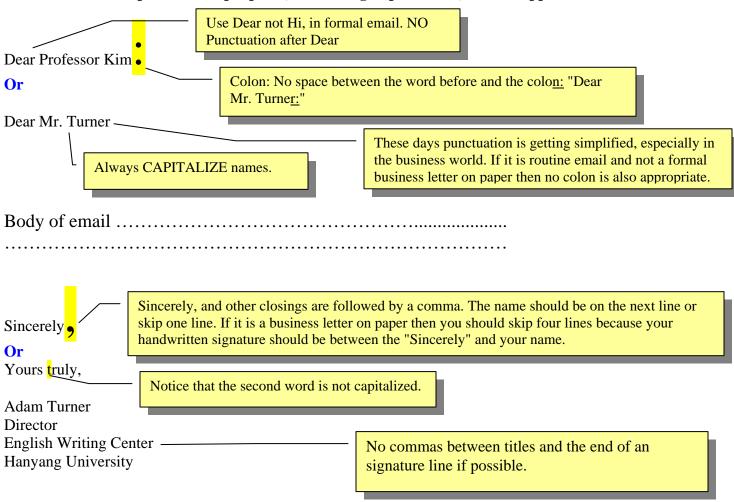
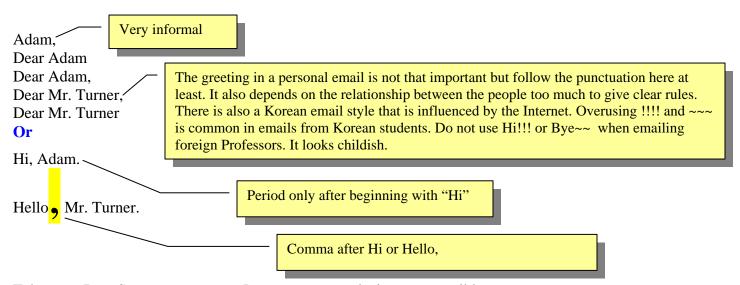
## **Formal Email Format**

Use this format for professional purposes, for writing to professors, and for applications and resumes.



## **Personal (informal) Email Format**



Take care, Bye, See you tomorrow, Love, etc. many closings are possible.