

1 Model Email (Formal)

Scenario: You want to write to your school principal to request extra library resources.

Subject: Request for Extra Library Resources

Dear Mr. Ahmad,

I hope this email finds you well. I am writing to request additional books and study materials for our school library. Many students, including myself, find it difficult to complete assignments due to the limited number of resources available.

I believe that providing more books and online resources will greatly benefit students' learning and help improve our academic performance. I would be grateful if you could consider this request.

Thank you for your time and support. I look forward to your positive response.

Yours sincerely,

Sara Khaled

Features Highlighted

- **Formal greeting:** Dear Mr./Ms. ...
- **Clear purpose:** I am writing to...
- **Polite requests:** I would be grateful if...
- **Closing:** Thank you for your time / Yours sincerely

2 Model Email (Informal)

Scenario: You want to invite a friend to join your weekend study group.

Subject: Join Our Weekend Study Group

Hi Ali,

How are you? I hope you are doing well. I am organizing a study group this weekend to prepare for our English exam. It will be fun and useful, and I would love for you to join us.

We will meet on Saturday at 3 PM in the school library. Please let me know if you can come.

Looking forward to seeing you there!

Best regards,

Lina

Features Highlighted

- **Informal greeting:** Hi / Hello
- **Friendly tone**
- **Clear information:** When, where, what
- **Closing:** Best regards / See you soon

Practice Question – Email Writing

Formal Email:

Your English teacher asked you to attend an English workshop. Write an email to your teacher explaining that you cannot attend and request an alternative assignment.

Informal Email:

Invite a friend to join you for a school cultural event next week. Give details about the event and ask if they can come.