

# Sample Email

## Moving Dates, Allergy Medication

Hey Daveed –

I'm really glad you will be able to make it to Savannah, and help us move. We really need the help!

### Moving Dates

We will need to be out of our current apartment by the 1st of September. Our new landlord is being very generous, giving us plenty of time to move-in. When do you think you will be able to make the trip?

### Allergy Medication

The pollen here can be a bit potent during the summer – you may want to bring extra meds for the trip.

I really do appreciate everything. Thanks!

– Jonathan

# The Formatting

## [Subject 1], [Subject 2]

[Greeting] [Name of Recipient] –

[Introduction]

### [Subject 1]

[Body/Question]

### [Subject 2]

[Body/Question]

[Conclusion]

– [Your Signature]