**Name:** **KEY**

**Correct the Email KEY**

In this assignment you will need to find the errors in the email below. Circle each error that you find and then

re-write the email in an appropriate business format.

Email #1

**From:** johnriley@somedomain.edu

**To:** Mr1234@anotherdomain.mac

1. everyoneincreation@yetanotherdomain.com **Subject:** URGENT BUSINESS MATTER!!!!

**Good afternoon, Mr. 1234:**

I am wrting to you today to introduce myself. I am an ad speciatly sale rep in you’re area. I have workd with other bunisness in your community and feel I can be of service to you as well. BTW: I have been in the business for 25 years. Please contact me if you have any upcoming events or promos in which I may be of help.

Regards:

John Riley, accnt exec

Fly By Night Sales

In the space below re-write the email in a more appropriate business format and with all necessary corrections. – *Below is a suggested response. Students should be able to draft a letter on their own with their* *own wording based on the email tips provided in the handout.*

**See suggested correction on following page**

**Name:** **KEY**

**Correct the Email**

**From:** johnriley@somedomain.edu

**To:** Mr1234@anotherdomain.mac

**CC:**

**Subject:** Opportunity to increase revenue up to 20%

Good afternoon,

My name is John Riley and I am the Advertising Account Executive for Fly by Night Sales in your area. With twenty-five years of experience in advertising I can offer your company a unique set of marketing tools to help increase your revenue through marketing and targeted advertising.

I recently worked with two other businesses in your community; Hop-A-Long Towing and Orange Vase Distributing, each business enjoyed a twenty percent increase in revenue after our advertising campaigns were completed.

I would like to call and schedule a meeting to further discuss how I can assist your company increase revenue. I will contact your administrative assistant to schedule a meeting next week. If you would like to visit sooner please feel free to call me at (555) 555 – 5555 in order to expedite the meeting.

Sincerely,

John Riley

Advertising Account Executive

Fly By Night Sales