

# Text Type Analysis: E-mail

An e-mail is an electronic message sent from one person to another using a system over the Internet.

To : peterfung@happymail.com  
From : katelee@happymail.com  
Subject : A restaurant recommendation

Dear Peter,

How are you? I am writing to share a great restaurant with you.

Last Saturday, Aunt May and Uncle Ben from America visited us. We had dinner at a new vegetarian restaurant called Relax Café near my home.

For dinner, I had an eggplant omelette after finishing a bowl of cucumber salad. Then the waiter served a bowl of fried rice and a glass of tomato smoothie to each of us. I took a sip of the drink before putting a spoonful of rice into my mouth. The taste of the tomatoes made the rice even more delicious! Lastly, the manager treated each of us with a scoop of pumpkin ice cream. Yum! The chefs there really have many creative ideas on cooking.

Let's go there to have lunch together next week. When will you be free? Please let me know.

Best,

Kate

### Closing and signature

- Write a closing with a comma
- Use closings such as 'Best', 'Yours', 'Love' and 'Best wishes' for e-mails to close friends or family members
- Write the name of the sender

**E-mail addresses** of the recipient (To:) and the sender (From:)

**Subject**  
Give the recipient a brief idea of what the e-mail is about

**Greeting**

- Begin with 'Dear' or 'Hi' and the name of the recipient
- End with a comma

**Opening paragraph**

- Greet the recipient
- State the purpose of the e-mail

**Body**  
Write about the main message in detail

**Ending paragraph**  
Ask the recipient to write back