

Sample Email: A Thank-You Email

From: Ben Beckham, R & D Engineer, TopNotch Technology

已註解 [DW1]: sender

To: Derek Chang, Sales Manager, Info Tech Ltd.

已註解 [DW2]: recipient

Cc:

Bcc:

Date: Jan. 28, 2021

Subject: My trip to Taipei

已註解 [DW3]: Re:

Dear Mr. Chang,

已註解 [DW4]: Dear Mr./Mrs./Ms.
Dear Sir/Madam,
Hello/Hi Mary, (less formal)

Thank you very much for your hospitality during my trip to Taipei. Our meetings were very productive.

已註解 [DW5]: referring to a previous contact/email

I particularly enjoyed the visit to the National Palace Museum. The dinner at Din Tai Fung was wonderful. I look forward to returning the hospitality when you visit San Diego next year. Thank you again.

Best wishes,
Robert Beckham
R & D Engineer

已註解 [DW6]: Yours faithfully/Yours sincerely, (very formal)
Yours truly/Best regards/Best wishes (less formal)

已註解 [DW7]: sender's name

已註解 [DW8]: job title