**Name:**

**Correct the Email**

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.**