

## Professional Email Example

To: armina@millersville-university.edu

Cc:

Bcc:

Subject: Information of the master's degree program in environmental of education

Dear Mr Jordan.

I am Armina Hale and I called you two days ago regarding the details of the master's degree in environmental education that is offered in your university. You wanted to me to send an email with the questions regarding the course.

I want to know when the course is opened and also about the job training that is offered by your university. Can a student choose an desired internship? Are there any placements special offered to meritorious students and whether there is a provision forgiving a scholarships to low income students. It would be nice if a brochure could be delivered with all these details.

Kindly send me the details at the earliest as I am planning to get started on the course that beginning as soon as possible.

Thanks and regards,

**Armina Hale**