Unit 15 — Writing Effective Emails



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Attached

added to the email, typically a file such as an image or a document

"Please find attached my CV and cover letter."

Best (Best wishes)

a semi-formal email sign-off

"Have a great day! Best, Christophe"

Catch someone up

to update somebody on the newest pieces of information

"Can you please catch me up on management's decision regarding next month's budget?"

Thank you for your interest!

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