Student Name:

WRITE AN EMAIL PRACTICE A

Write a work email to a technical specialist regarding the situation described below. Send email to: [maria.grubb@emuhsd.org](mailto:maria.grubb@emuhsd.org)

* Broken printer (describe what it does when you try to print). You can read about printer problems [here](https://www.gflesch.com/blog/common-printer-problems).

The email must include the following information:

1. Appropriate subject
2. Greeting
3. Closing
4. Contact information (name, address, email address, and phone number)

