Student Name:

Write an Email Worksheet A

**Directions:** Read the sentences and put them in the correct order to complete the email below.

1. To help locate item, I created a map of the filing cabinet supplies.
2. Please contact me with any questions.
3. We also want to use the map when storing new supplies.
4. Please note that the supply cabinet has been reorganized to accommodate the additional supplies that were needed for the growing business.
5. Kind Regards
6. Please look at the map when searching for supplies.
7. If we keep it organized, we should be able to easily store and find supplies whenever needed.