

Typical E-mail With “Sig” File

Look up “Signature” or “personal identity” in your e-mail software help to learn how to automatically include your contact information with every e-mail.

Mary,

What time can we meet to take care of your make-up exam? I’d appreciate if we could meet during my office hours, which are listed below.

Regards,

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E-mail: tom.smith@emailaddress.com
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