

THE FBI'S HOW-TO  
**WRITE EMAILS**  
HAND BOOK



**Step-by-step walkthrough**

**Created specifically for Agents Writing Emails**

**Copy and paste sentences and greetings into your own emails**

**How to write as a different person**

**Unlock your full email potential**

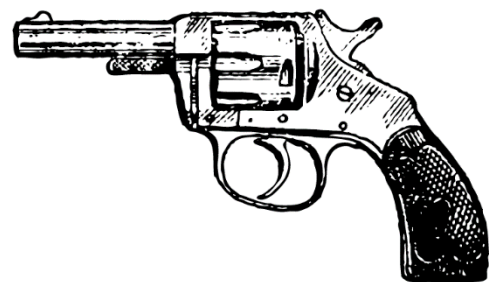


The Handbook



These green boxes contains the suggestions you need in order to write a professional email in the email boxes in The Story Book. The suggestions are written

These yellow boxes are at the end of every guide. A yellow box is to remind you what



## Chapter A: How to reply to your boss, Harrison Briggs

### 1. Begin with “Dear”

To reply an email that is a formal work-related email, begin with a *“Dear” greeting*. “Dear” is formal and shows both trust and respect. You can use “Dear” at your workplace and for people you collaborate with outside your workplace.

(Write the bold and italic suggestions as you go along in the email box of Chapter 1 in the Story Book.)

*Dear Special Agent Briggs*

### 2. Write a confirming opening line

To reply an email, you want to confirm that you’ve read it. In this case, you are replying Harrison Briggs, your boss, who’s a work-related acquaintance. That means you just get to the point immediately. One of these two could be a way to go:

- 1. I have just read your email about the missing woman in Vegas.*
- 2. I have just received your email about the missing woman.*

### 3. Write the body

The body is where the main information is written.

***So, remember to tell Briggs that you can be in Las Vegas the day after tomorrow at the earliest because your plane has just left for Florida.***

Connect the information for Briggs to one of the following start-sentences:

The first start-sentence has included this information:

- 1. I am currently on my way to Key Largo, so I can be in Las Vegas Airport the day after tomorrow at the earliest.*
- 2. I have just left for Key Largo, which means...*
- 3. I am on a plane to...*

#### 4. The Closing line

Before you send your email, be sure to end it with a polite closing line.

1. *I look forward to seeing you.*
2. *I will see you in Vegas.*
3. *I will get there as soon as possible.*

#### 5. The Sign off

If the greeting is formal, then your *sign off* should follow suit. Try one of these two. Remember your name below the sign off.

1. *Respectfully*
2. *Best regards*

1. Have your e-mail approved by the Secretary.
2. Get Chapter 2: "Getting up to speed".



# FBI



## Chapter B:

How to ask your colleague for something in an email.

### 1. The “Dear” Greeting

When writing first to a co-worker, who isn’t a close work-related acquaintance like Heavyrunner, you also begin with a “Dear” greeting.

*(Write the bold and italic suggestions as you go along in the email box of Chapter 2 in the Story Book.)*

*Dear **Special Agent Heavyrunner***

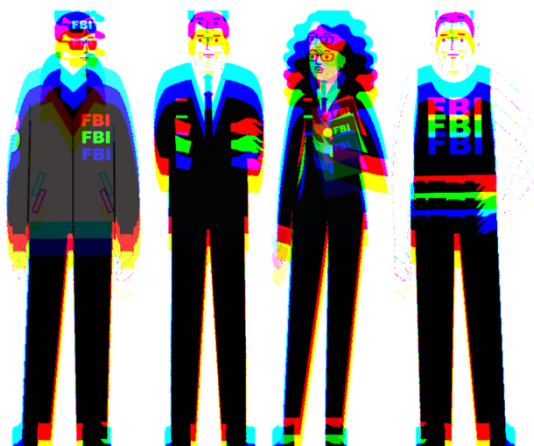
### 2. The Opening Line

Since you’re asking for information from a co-worker, be sure to be polite and to the point. Don’t waste anyone’s time, but don’t be rude either. Try one of these:

- 1. I am contacting you about...*
- 2. I am writing you to...*
- 3. I am reaching out because...*

**WARNING:** If your email in any way could be a stress accelerator for your colleague, go for an apologetic opening line like one of these:

- 1. I am sorry to disturb you, but...*
- 2. I apologize for the inconvenience, but...*



### 3. The Body

Now, as you know, this is the main section with the important stuff! ***This time you politely ask Heavyrunner to give you details about the missing woman in Las Vegas.*** Connect the question to one of the following start-sentences:

1. *Could you please give me some more details on...*
2. *I'd be very grateful if you could...*
3. *If it's not too much trouble, I'd like to know...*
4. *I'd really appreciate if you by any means could...*

### 4. The Closing line(s)

Try one of these closing lines before you send your email. If you want, combine some of them.

*Please let me know if this is OK with you*  
*I'll be looking forward to hearing from you*  
*Thanks for helping out*  
*See you in Vegas*

### 5. The Sign off

Use the same sign off to Heavyrunner as you did to Briggs and stick to that. Don't forget your name below the sign off.

*Respectfully*  
*Best regards*

1. Have your e-mail approved by the Secretary.
2. Get Chapter 3: "Bettin' on Ed"!



## Chapter C:

How to reply to Heavyrunner with a follow-up email.

### 1. The Informal Greeting

As you might have picked up, Nara isn't that conventional, so there is room for being more casual. Go with one of these or none. The last one is a personal favorite.

1. *Dear Nara*
2. *Hi again, Nara*
3. *Don't worry, I'll keep this brief.*
4. *Hi, it's me again.*

### 2. The Opening Line

Even though you are missing some information, say thank you for the email, you just received.

1. *Thank you for the heads up.*
2. *Thank you for letting me know.*
3. *Thank you for sharing.*

### 3. The Body

Remember, this is the main part of your email. ***Again, you politely ask Heavyrunner for more information. This time you need more details on the crime scene and if there are any suspects.*** Connect the question to one of the following start-sentences:

1. *Could you give me some more details on...*
2. *I'd be very grateful if you could...*
3. *If at all possible, could you fill me in on...*
4. *I'd really be happy if you could...*

#### 4.The Closing Line

Close with another *thank you* to show that you appreciate her time and help. Go with one of these:

1. *Thanks again.*
2. *Thanks in advance.*
3. *I hope it isn't too much trouble.*

#### 5.The Sign-off

1. *Respectfully*
2. *Best regards*

1. Have your e-mail approved by The Secretary.
2. Get Chapter 4: "Everyone's a suspect"





## Chapter D: Comparing letters and emails

### 1. Comparing the greetings

Pyke's greeting:

*To Ed*

Tam's greeting:

*Hey Butter-Bisquit*

**Similarities between the greetings:**

**NO SIMALARITIES**

## 2. Comparing the words and sentences from the opening lines

### Pyke's opening lines:

*We have your pretty little wife.  
She's is alive, so **don't be a  
frowney face**. Now, **read this  
very carefully** if you know  
what's good for you.*

### Tam's opening lines:

*The bank said no as well. Now,  
**don't be frowny face**, Butter-  
Biscuit. I have a plan. Just **read  
this very carefully**.*

### Similarities between the opening lines:

Don't be a frowney face

Read this very carefully

Since you are the expert, you take it from here:

1. Compare the body-sections from both Tam's and Pyke's emails.
2. write any similarities you can find in the red box below.

**Pyke's body-section:**

*Firstly, get 1 million dollars.*

*Secondly, transfer them to 8475 9548705 before Tuesday, or else!*

*Thirdly, wait for further instructions.*

*Lastly, but certainly not leastly, don't try anything smart!*

**Tam's body section:**

*Firstly, get straight home from the mill, you hear?*

*Secondly, empty daddy's savings jar and fill up the jeep.*

*Thirdly, only contact me by email from now on. No calls, no texts.*

*Lastly, but not leastly, pick me up at the diner tonight at 8, and I'll tell you everything.*

## Similarities between the body-sections of both emails

WRITE THE SIMILARITIES HERE

**CONCLUSION**  
Is there any evidence to support the theory that Tam is Pyke?  
Write "Summers' theory" below the box you agree with.

Yes, Tam and Pyke are the same person. Tam has kidnapped herself to get money for her



For the love of God... Unless I'm a two-dimensional character from a poorly written nanerback Tam

WRITE HERE:  
\_\_\_\_\_

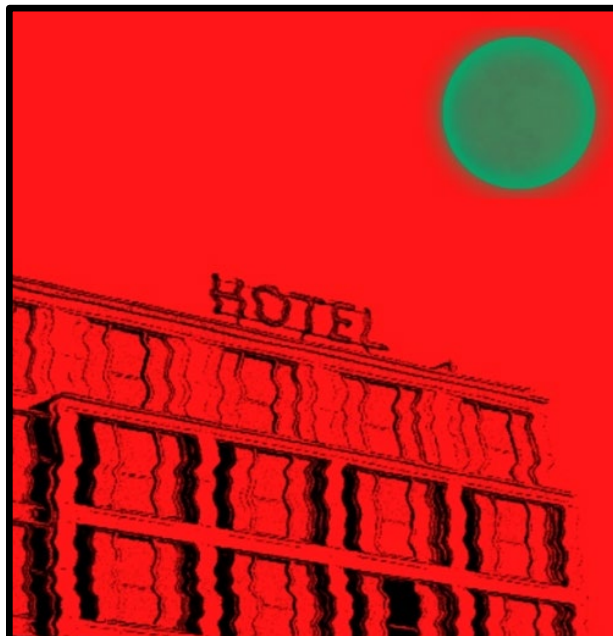
OR HERE:  
\_\_\_\_\_



**If you DON'T think Tam and Pyke are the same person, you need to go back and do another analysis of the two letters.**

**We're not asking.**

**If you decide to disobey a direct order, you are giving us no choice but to ask for your badge and your gun.**



## Chapter E:

How to write a follow-up – again – but this time with new information about the connection between Tam and this Pyke-fellow.



**Before you write the email, you must decide if:**

**A: You Cop Out.**

**If *you cop out*, it's over. No more playing detective. This will be your final email.**

**B: You Go in Deep.**

**If *you go in deep*, you take a risk. If you are caught or killed, The Secretary will disavow any knowledge of your actions.**

### 1. The informal greeting

1. *Dear Nara*
2. *Hi again, Nara*
3. *Don't worry, I'll keep this brief.*
4. *Hi, it's me again.*
5. *You won't believe this!*

### 2. The opening line

**No opening line, just get to the point because you have very important information!**

### 3. The Body

Remember the following important information: ***So, go inform agent Heavyrunner that you made an analysis of the letters from Tam and Pyke. Tell her that the body-sections of both emails contained the same kind of lanuage. If you want, you can give her some examples.***

Connect the question to one of the following start-sentences:

- 1. By going through Mrs. Moore's email-folder, I came across...***
- 2. As I went through Mrs. Moore's mailbox, a correspondence between...***
- 3. I made a search in Mrs. Moore's inbox- and sent folder and learned that...***

### 4. The Closing line

Close with either A or B. Each closing line open a different door.

***A: You Cop Out:***

***However, I can't continue like this. This guy sitting next to me is rubbernecking – I need to get to Vegas to proceed.***

***B: You Go in Deep:***

***I think I have an idea. May I proceed? I can't tell you what it is, as you have to report to Briggs about what it is, and he won't like it.***

### 5. The Sign-off

- 1. Respectfully***
- 2. Best regards***

- 1. Have your e-mail approved by the Secretary.**
- 2. Get the next chapter.**



## Chapter F:

### How to write an email as someone else

#### 1. The Greeting

Look at the greeting Tam has written to Ed and let that be your inspiration. Like this:

1. *Hey Butter-Biscuit*
2. *Hey Frowney-Face*

#### 2. The Opening Line

Don't give your game away by writing too much. Go with one of these:

1. *Now, listen to me very carefully, Butter Biscuit*
2. *Listen to me carefully, you hear?*

#### 3. The Body

In the body-section, write Ed these 4 things and structure them like Tam would. Tam likes structuring her body-section with her own personal touch, so you do the same. It's important Ed doesn't get suspicious.

- **First, tell Ed that everything is going according to plan. No worries.**
- **Second, tell him that they have received the 1 million dollars.**
- **Third, Tell him that you want to meet with him tomorrow at noon on a bar close to where you stay. He can choose which one.**
- **Finally, tell him you miss him.**

*Firstly,*

*Secondly,*

*Thirdly,*

*Lastly, but not leastly,.*



#### 4. The Closing line

There's just one way to go here:

*Love you forever, Butter-Biscuit*

#### 5. The Sign-off

*Tam*

1. Get your email approved by the Secretary
2. Get Chapter 6: The dilemma



## Chapter G:

If you need to delete emails to cover your tracks

- 1. Go through the sent folder and the inbox folder and delete the emails you've sent and received.*
- 2. Go to the delete-folder and find the deleted emails and delete them again!*
- 3. Ed has the email from Tam – sent from YOUR phone on a plane! You could get compromised!*
- 4. Hack Ed's phone and delete the email you sent from Tam's email-account.*
- 5. If you don't know how to hack, get to Ed before someone else does...*

1. Ask the Secretary for Chapter 7A: The Top Gun Bar



## Chapter H:

### How to write a follow-up with great news!

#### 1. The informal greeting

1. *Dear Nara*
2. *Hi again, Nara*
3. *Don't worry, I'll keep this brief.*
4. *Hi, it's me again.*

#### 2. The opening line

1. *I have some very good news you to say the least!*
2. *You will not believe what I have learned, Nara.*
3. *Ed sent me an email, can you believe it?*

#### 3. The Body

Write Nara about everything you about how you made Ed write you back, and where he will meet Tam tomorrow. Structure your body like Tam/Pyke did – just without the -ly's and use "Finally "in the end. That would suit this situation better. Just like in the following guide. Use only the points you need.

*First,*  
*Second,*  
*Third,*  
*Fourth,*  
*...*  
*Finally,*

## 4. The Closing Line

Close with a positive message

1. *I hope you bring them in, but don't be too hard on them. They are good people.*
2. *Go get them, Nara. They are yours to pick up.*
3. *Best of luck tomorrow.*

3. *Respectfully*
4. *Best regards*

1. Get your email approved by the Secretary
2. Get Chapter 7B: That lovin' feelin'

