Example phrases for emails:

<http://www.teachingenglish.org.uk/sites/teacheng/files/email-writing-worksheets.pdf>

<http://www.um.edu.mt/__data/assets/pdf_file/0006/65346/engspec2011.pdf>

<http://www.examplesof.com/education/writing_business_email_in_british_style.html>

<http://www.english-for-techies.net/Q%20&%20A/Writing-emails.pdf>