

# Email Etiquette

## 101



## Subject Line

SUMMARISE/INDICATE THE EMAIL'S PURPOSE SUCH AS:

- (EVENT NAME)
- MEETING RECAP
- QUESTION ABOUT...



## Greeting and Closing

- DEAR...
- HELLO,
- TO WHOM IT MAY CONCERN...
- SINCERELY...
- THANKS...
- KIND/WARM REGARDS...
- FROM...

## Body of the Email

- I AM WRITING BECAUSE...
- I HOPE YOU'RE WELL!...
- I AM CONFUSED ABOUT...
- I WOULD LIKE TO...



## Other tips!

- USE CORRECT GRAMMAR AND PUNCTUATION
- READ OVER YOUR EMAIL AND MAKE SURE YOUR TONE IS FORMAL YET EASY TO UNDERSTAND
- MAKE SURE TO THANK THEM IF THEY ANSWER A QUESTION

