

FORMAL EMAILS

WRITING STRUCTURE

Introduction

Body of the text

Conclusion

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Introduction

There are different ways of starting an email, but any email should always start with a greeting.

The most appropriate options are:

Dear Mr/Mrs/Ms (surname of the recipient, e.g. Mr Hill)

Dear Sir/Madam (if you don't know the name of the recipient)

To whom it may concern (when writing more generally)

Then add an introductory sentence that indicates the reason for writing and is consistent with the subject of the email:

I am writing with regard to... (email subject)

I am writing in connection with... (email subject)

I am writing in reference to...

If you're writing an email to send information, you can start with one of the following sentences:

I am writing to let you know...

I am delighted to tell you... (good news)

I regret to inform you that... (bad news)

If you're replying to an email you received, you can say:

I am writing in response to...

I am writing in reply to...

I am writing to thank you for...

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Body Of The Text

There are no conventional formulas for writing the body of the text because this varies according to the function of what you need to communicate.

The general rules are that the text should be divided into short paragraphs that avoid abbreviations and acronyms.

Based on the type of message you're sending, there are various ways to write a final invitation before ending the email, such as:

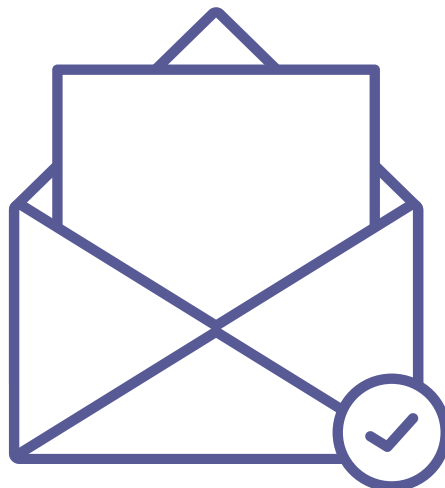
I look forward to hearing from you soon.

Thank you in advance.

For further information, please do not hesitate to contact me.

Please let me know if you have any questions.

Thanks for your attention.



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The most common ways to end a formal email are:

Best regards

Kind regards

Yours faithfully (if you began the email with 'Dear Sir/Madam' because you don't know the name of the recipient)

Yours sincerely (if you began the email with 'Dear Mr/Mrs/Ms + surname)

Regards

