How to write an email
Área Académica: Academia de Idiomas

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• Tema: Hits to write e-mails.

Palabras clave: writing e-mails, phrases to write e-mails in English, e-mails in English, e-mails.
Begin with a greeting | Thank the recipient | State your purpose

End with a closing | Add your closing remarks
Begin with a greeting

• Always open your email with a greeting, such as: “Dear Mary”.
• Formal relationship. Use their family name (eg. “Dear Mrs. Fernandez”).
• Casual relationship. Say, “Hi Mary”.
• If you don’t know the name of the person. Use:
  “To whom it may concern” or “Dear Sir/Madam”.
• If you are replying to a client’s inquiry, you should begin with a line of thanks.

“Thank you for contacting ABC Company”.

• If someone has replied to one of your emails, be sure to say,

“Thank you for your prompt reply” or “Thanks for getting back to me”.

*It will make you appear more polite.*
State your purpose

- When starting the email, you should use:
  - “I am writing to enquire about ...” or “I am writing in reference to ...”.
- Make your purpose clear.
- Keep your sentences short and clear.
- Pay careful attention to grammar, spelling and punctuation.
Add your closing remarks

- It is polite to thank your reader. Also use some polite closing remarks.

For example:

- “Thank you for your patience and cooperation”
- “Thank you for your consideration”
- “If you have any questions or concerns, don’t hesitate to let me know”
- “I look forward to hearing from you”.
End with a closing

• The last step
• “Best regards”
• “Sincerely”,
• “Thank you”

• Avoid closings such as “**Best wishes**” or “**Cheers**” unless you are good friends with the reader.

• Finally, review and spell check your email one more time to make sure everything is perfect!
Reference

• How to write a perfect professional email in English in 5 steps. Retrieved 28 December 2017, https://englishlive.ef.com/blog/career-english/write-perfect-professional-email-english-5-steps/

• Greetings & Closings for FORMAL Email Messages in English https://www.youtube.com/watch?v=BfZ5nxi57GE