



# 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



Add your  
closing  
remarks



End with a  
closing

# 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”**.

# Thank the recipient



- 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 Decembrer 2017,  
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