

English Email Etiquette

- *The Basics* -

Salutations

To Whom It May Concern:

Dear Sir or Madam:

Dear xxx (all),

Hello xxx (everyone),

Hi xxx (everyone),

Honorifics

Dos

Ms.
Mrs. (if sure)
Mr.
Dr. (PhD or MD)

Don'ts

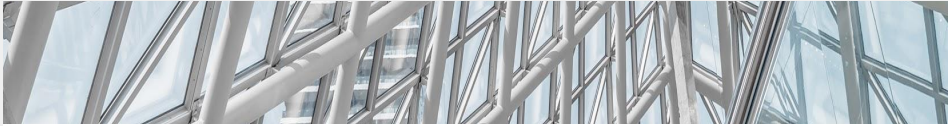
Miss
Mrs. (unless sure)
Mr. / Ms. Dr.
Prof. Dr.

Closings

Sincerely,
Respectfully,
Kind regards,
Best,
Yours Sincerely,
Yours Truly,

Miscellaneous

PS, PPS, etc.
Mail ≠ Email



English Email Etiquette

- *Commonly Used Phrases* -

Thank you for your email.

We (I) were (was) pleased to receive your email.

We (I) hope this email finds you well.

I'm (We are) writing to clarify... /
confirm... / follow up on... / update you
about...

.....

Please find attached...

To this end...

We (I) would like to arrange a meeting.

It would be helpful if you could provide us
with some further information,
specifically...

.....

We (I) look forward to your reply.

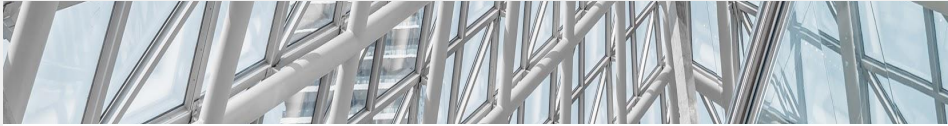
We (I) look forward to working with you.

Thank you for your time and attention.

Thank you for your help/assistance.

Have a nice day/weekend.

Please do not hesitate to contact us (me)
should you have any questions.



English Email Etiquette

- *Other Common Phrases* -

As per my (our) last email / previous email from...

I (we) would like to remind you of our email from...

It is important that you get back to us by ____, because...

Please let us know if you have any (further) questions.

As discussed / promised...