



# **How to write an effective email?**

## 5. Steps

1. Salutation
2. Opening Sentence
3. Body of the email
4. Closing Sentence
5. Signature

# 1. Salutation

Good Morning Mr. (last name)

Hello Ms. (last name)

Dear Ms. (last name)

Mr. (last name) A very good morning!

Hey! (first name)

## 2. Opening Sentence

I hope you had a great start to the week.

I trust you're doing fine.

I hope you're all fun and frolic.

I hope this email finds you well.

### 3. Body of the email

I am reaching out about...

I'm getting back to you about...

This is to follow up from...

As discussed in the foregoing discussion...

## 4. Closing sentence

I look forward to hearing from you soon.

Looking forward to a prompt response.

I'd appreciate your prompt attention to this matter.

Please advise, as necessary.

## 5. Signature

Best Wishes,

Yours Sincerely,

Have a pleasant day ahead.

Best,

Cheers!

Sending you positive vibes,



## Example

**Subject** - Leave Application - Ravi

Dear Mr. Roy,

I hope you've had a great day so far.

I, hereby, would like to inform you that My elder brother is getting married on 23rd May. To participate in different ceremonies around the date, I request you to kindly grant me leave from May 20 to 24.



I look forward to receiving your approval soon.

**Yours sincerely, Ravi.**





# Email Like a Boss



## Took A While But You Can Deal

-  Sorry for the delay
-  Thanks for your patience

## My Schedule Matters Too

-  What works best for you?
-  Could you do...?



## Yeah, You're Welcome

-  No Problem /No worries
-  Always happy to help



## I Know What I'm Doing

-  I think maybe we should...
-  It'd be best if we...



## Discuss Something Important

-  (Explain everything in the email)
-  It'd be easier to discuss in person



## Do You Get It?

-  Hopefully that makes sense?
-  Let me know if you have questions



## Where The Heck Are We On This?

-  Just wanted to check in
-  When can I expect an update

## I Made A Small Error

-  Ahh sorry my bad totally missed that
-  Thanks for letting me know

## I Have An Appointment

-  Could I possibly leave early
-  I will need to leave for at...