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# **Job Application Email**

Dear Mr./Ms. Last name,

I hope you’re having a wonderful day!

My name is Ariel Mei.

I came across a very exciting position on your job portal that I believe fits me perfectly.

I am interested in applying for the position of XXX (Job Reference Number XXX) at XXX company.

XXX company is ….

After reading the job description and requirements and matching it with my own experiences,

I firmly believe that I would be a valuable asset to your organization.

I graduated with a Doctor of Science degree in Physics from Tohoku University.

I have 8 years of experiences in quantitative modeling, programming, data analysis and data visualization.

I have a deep interest in data analysis and I now want to apply my skills in a company like XXX.

As a data analysis, I can unlock the insight of the data, find the solutions to the problems and make recommendations.

I will be a great fit for  this position because I am especially skilled at data visualization and data analysis.

My skills include using Microsoft Office, Tableau, Python for programming and communicating in English and Chinese.

I have attached a cover letter, resume, and certificates for your consideration.

Please take a moment to go through them to get an idea of my credentials and experiences.

I would like to talk to you in more detail regarding this amazing opportunity at your company.

It would give me great pleasure to hear back from you regarding my application.

Thank you very much for your time!

Sincerely,

Ariel Mei

2335 Club Meridian Dr Apt A05,

Okemos, MI, 48864

517-505-4421

--------------------------------------------

My friend Sandra Cooper, who is a Chemical Engineer at your company, recommended me to apply to this company for the position of Junior Chemical Engineer (Job Reference Number N364). I have a deep interest in chemistry and I want to take Bio Corp to next level with my diligence and resilience in the lab. Since I studied alongside Sandra in school, she knows my potential very well so when you hire when, you will be getting a great professional who can deliver results.

I recently graduated with a Bachelor of Science degree in Chemical Engineering from the University of Sydney. I now want to apply my skills in a world-renowned chemical engineering firm like Bio Corp. I enjoy conducting tests in a laboratory and I am very familiar with the chemicals you are working with.

--------------------------------------------

I have 8 years of experience as a marketing consultant and now I am looking for a new challenge. Your company specializes in digital marketing, something that I have been learning every week for the past several years and have applied a lot this past year. I want to apply for the position of SMM Specialist (Job Reference Code KM52) at your company because I know a lot about social networks. You will be getting a great professional who can deliver exception results if you hire me.

I have worked with some the biggest Fortune 500 organizations, helping them design their ad campaigns when they were launching new products and services. I now want to apply my skills in an online world. I know that online marketing is the future and I can take your company to a higher level with my expertise and contacts.

--------------------------------------------

We spoke yesterday at the IT job fair in downtown San Francisco. We had an engaging conversation regarding your company’s activities and I described how my goals align with those of your company. You even handed me your business card at the end of our conversation. I did some further research on your company and the positions available. The one that stood out to me is the one you actually suggested me to apply to – robotics programmer.

As a quick reminder, I recently graduated with a Bachelor of Science degree in Mechatronics Engineering from the University of Cambridge. I now want to apply my skills in electronics and mechanics at a robotics company. As a robotics programmer, I can implement engineering concepts to design innovative and ingenious robots and electrical machines.

--------------------------------------------

I reached out to you on LinkedIn a few days ago and we had a brief conversation about job opportunities at your company. You said that I could send you a speculative application and your company will interview me and find an appropriate department for me to work in. I am interested in working at Nintendo as a games developer. I firmly believe that I can make a significant impact in your company in whatever role you deem would fit me.

 I recently graduated with a degree in Computer Engineering from the Princeton University. I minored in games development and I now want to apply my skills in one of the largest games developer on the planet. As a games developer, I can create innovative and fun designs for your video games.

--------------------------------------------

I am currently in my final year at the University of British Columbia and I want to intern at your financial institution. I major in finance and I want to establish a career in banking. After reading about your company, I am very interested to work at Citibank, one of the largest investment banks in the world. I want to learn from the best in the industry and give back to the organization.

I am studying BBA – majoring in finance and with a minor in management. I now want to apply my skills in a multinational bank like Citibank. I can implement the financial concepts I learned in school.

# **Announcement email**

The Language Institute is pleased to inform you that we now offer Business Writing courses in the evening.

These are Basics in Writing for beginners and Professional Writing for advanced learners.

All courses will be offered every Monday, Wednesday, and Friday evenings from 6-9PM at our main building.

So, if our daytime class schedule is not great for you, we will now be here in the evening to help you reach your English learning goals.

You can apply directly online at [esl.gatech.edu](http://esl.gatech.edu) or contact one of our advisor at 404-894-2425 or [infor@gmail.com](mailto:infor@gmail.com) for more information.

Our regular office hours are Monday to Friday from 8AM-5PM.

# **Introduction Email**

Dear [first name],

My name is Ariel Mei, and I'm a [job title] who works in [your location].

I'm reaching out because [reson why you want to speak with this person].

I'd like to learn more about [two or three things you'd like to learn from the person].

I'm sure you're busy, so even 20 minutes would be appreciated.

Thanks so much,

Best Regards,

Ariel Mei

# **Transactional emails**

**1. Order confirmation emails**

Hi Linda,

Keep an eye on the mailbox, or click the link below to track your order. Your DPD Tracking Number is #018134.

(Please note: Tracking information can take up to 24 hours to update.)

**2. Shipping notification emails**

Good news, Mike! A shipment from Casper is headed your way.

**3.Delivery confirmation emails**

Thank you!

Raymond M completed your delivery from Postmates General Store on August 4, 2015, at 7:00 pm.

**4. Double opt-in emails**

Thanks for subscribing to the This Week In Cats newsletter!

But before we can send you a newsletter, we need to confirm that you're a real person who wants emails from us!

If you are, click here:

If you're an evil robot set out to destroy humanity, sorry, we can't send you a newsletter.

p.s. If you subscribed by accident, you can unsubscribe via the link at the bottom of this email.

**5. Password reset emails**

Reset your password

You told us you forgot your password. If you really did, click here to choose a new one:

If you didn't mean to reset your password, then you can just ignore this email; your password will not change.

Hi Linda,

We've received a request to reset your password.

If you didn't make the request, just ignore this message and continue using your current password.

Otherwise, you can reset your password using this link. This link will expire after 20 minutes.

Thanks/Cheers,

The XX Team

**6. Legal update email**

Hi there,

As you may have noticed, Harry's is getting bigger. Case in point: our recent arrival upon the bucolic shores of the United Kingdom. And, as our business grows so does our responsibility to our customers. That's why we're updating our Terms of Service and Privacy Policy to ensure our services are easier to understand, and accounts are easier to manage.

As of November 17th, 2017, both will be new and improved to give you a better, more personal Harry's experience.

To start you off, we've highlighted some of the important changes in bullet points, to make them even easier to navigate.

......

And now for the thing, our lawyer says we have to say:

By continuing to use our services after November 17th,2017, you are agreeing to all of the terms of the updated Terms of Service and Privacy Policy, so we encourage you to read them in full of anything that may be important to you because the descriptions above are not comprehensive. If you do not agree with any of the changes, please refrain from using our services- even though we'd hate to see you go. For more information, you can always get in touch with us at [help@gmail.com](mailto:help@gmail.com).

Thanks again for your business and continued support, we're honored to have you as part of Harry's family.

Sincerely,

Harry's Team

**7. Invoice emails**

# **Apologize email**

**I'm sorry if + description.      (Not sure of responsibility)**

I'm sorry if you didn't receive the resume I sent.

I'm sorry if I didn't understand the directions correctly.

**I'm sorry that + description     (100% responsibility)**

I'm sorry that the correct file was not sent. I have included the correct file in this email.

I'm sorry that our meeting for next week needs to be canceled. Please check the new dates below at your convenience.

I am sorry that the wrong fax number was sent./ I am sorry that I sent you the wrong fax number.

**I'm sorry about + n.        (Small mistakes)**

I'm sorry about the confusion. I will send you a new document with the correct address shortly.

I'm sorry about the inconvenience/delay.

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I apologize for the delay in replying to your email.

Please accept my sincere apologies for the mistake. We will refund the money to your account immediately.

---------------------------------------------

Hi there,

I'm sorry to be sending you another email in such a short space of time.

Yesterday we announced Feeds as the latest addition to Buffer to make it super easy to share links from your favorite sites and blogs, right from within the dashboard.

Many of you reached out to us to let us know that only 1 feed on the Awesome Plan was not enough. You're right, it doesn't make much sense at all to limit Feeds in that way.

I wanted to get in touch to let you know that we messed up here. We've increased the limits from 1 feed on Awesome and 10 feeds on Business plans, to 15 feeds on Awesome and Business plans. We want to move beyond that 15 limits over time, once we can handle it technically.

Give Feeds a Try Now or Read our Blog Post for the Full Details.

Many of you wrote emails, Tweets, and blog comments to let us know that we had gotten it wrong, and **I can't thank you enough for** taking the time out of your day to do that. We're lucky that so many of you care enough to take that step and share your thoughts and expertise.

Sorry for letting you down here. We're excited to keep making Feeds and Buffer as a whole much better over time. Thanks again for all your support. If you want to ask anything or have any more thoughts at all, hit reply to this email and we'll be sure to respond quickly.

Joel and the Buffer Team

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My apologies for sending another email this week, but I need to correct a mistake I made this morning ....

Tomorrow's New Rainmaker webinar, called "The Critical Three-Step Process to Creating" is taking place at 3 pm Eastern time.

We hope to see you there ...

Here's that link to register (no charge) if you haven't already:

<https://www.llkl>.

Best Regards,

Your Name

Inc. Name

# **Ask/reply for cooperation/documents**

Dear Mr. Kim,

How are you? How is the weather in Seoul these days? It's getting very cold here in Atlanta. We even had our first snowfall yesterday.

I would like to discuss with you about the meeting we had last week. It was a very good meeting, and we were able to go over many important points. I remember that you mentioned your boss, Mr. Lee, may be interested in purchasing our products, and I would like to know if you had a chance to talk to him about it. Would you mind letting me know the latest news? I would really appreciate it.

Best regards,

Sally Hansen

---------------------------------------------

Hi Karen,

I hope you’re having a wonderful day.

My name is Hua Mei and I’m the marketing manager of XYZ company.

I came across your information from a mutual friend, Mr. Spencer.

I’m writing to propose a collaboration opportunity between Atom and XYZ. XYZ is an oil production company and we have been in business since 1978. Over the year, we have acquired a loyal customer base and shown steady growth consistently. I have attached a company brochure for more information. I believe that XYZ and Atom share the same value and mission and will become long-term partners.

I’d like to set up a brief meeting with you for further discussion if you’re interested. I will be available from 10 am to 5 pm any day for the rest of the week. Please let me know your **availabilities.**

Thank you for your time.

Have a beautiful day.

Sincerely,

Maggie

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Hi Maggie,

Thank you for your email.

I’m very interested in collaboration.

I will be available at 3 pm est tomorrow. You can reach me at 111-222-333 or **email me back if you need to reschedule.**

Have a wonderful day.

Karen

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Hi Karen,

I’m drafting the new project we talked about today’s meeting. **I was wondering if you could send me**the sales summary in the fiscal year 2015 to 2016.

My deadline is EOB this Friday, so **I would really appreciate it if you could**send it to me by the end of the day tomorrow.

Thank you very much for your help.

Have a wonderful day.

Best regards,

Maggie

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# **Formal and Informal**

* Good news
  + You will be pleased to hear that...                                           Good news.
  + I am pleased to announce that...                                            I want to share the good news.
  + We are able to confirm that...                                                 We can confirm that...
  + We would like to inform you that...                                         Congratulations.
  + I am pleased to inform you that...                                           I am happy to let you know that...
* Bad news/Apologising
  + I do apologize for...                                                                  Sorry for...
  + I would like to apologize to you for not being able to...            Sorry to let you know that...
  + We regret to inform you that...                                                 Unfortunately...
  + We do apologize for...
  + Please accept my apologies for...                                            I'm sorry to let you know that...
* Previous contact
  + With reference to your emails sent(date),...                            Re your last Email.
  + Regarding to your email requesting for...                                In answer to your question,...
  + With regard to (With reference to)...                                       Re
* Offering help
  + Would you like me to...?                                                         Do you want me to...?
  + If you wish, I would be happy to...                                          Shall I...?
  + May I...                                                                                    Can I...?
  + Please do not hesitate to ask me if you have...                      I'm happy to help you.
  + Would you like me to/Do you wish me to...                             Could you please...
* Attachments
  + Please find attached...                                                             I've attached...
  + Kindly find the attached...                                                        Here is the attachment.....
  + Please receive the attached...                                                 Here with attach is...
  + Please see the file named "..." in the following location
  + Please see the enclosed file of...                                            Attached is...
* Final comments
  + Thank you for your help.                                                          Thanks for your help.
  + I appreciate your help.                                                             Very kind of you to help me.
  + Do not hesitate to contact us again.                                        If there's anything else, just let me know.
  + Please feel free to contact us again.                                       Should you need anything else, please let me know.
  + Please provide your response within 48 hours.                      Looking forward to receiving your reply within 48 hours.
  + Please reply net later than 48 hours.
  + Please let me know if you need any kind of further assistant.   Feel free to contact me.
* Closing
  + With best regards,...                                                                 Thanks/Best...
  + We are looking forward to...                                                      Looking forward to...
  + We do hope to hear from you soon.                                         Hope to hear from you.
  + Yours/Yours Sincerely...                                                            Regards,/Best wishes...
  + With best regards, with kind regards,                                       Cheers,
  + Best regards,                                                                            Regards/Best/Thanks

# **Conference schedule introduce**

Dear Mr. Geprge Smith,

I hereby would like to make the next event within the framework of the lecture series Introduction to Business Marketing.

On Thursday, June 6th the admired Mr. Seth Cohen will talk with us about marketing basics, products, promotions, marketing strategies, and E-marketing. With much further detail, Mr. Cohen will instruct us on executing marketing plans, the five P's of marketing, and the systematic strategies of marketing.

Please find attached the flyer with more information about tomorrow's presentation and to the other lectures in this series. Please do respond to this email and kindly let me know whether or not you will be able to attend this lecture.

Best regards,

Michael Odenwald

Account Executive

# **Field Trip Announcement**

Dear Parents,

Our field trip to Village is on the horizon!

The bus for the students will leave school at 8:00 and return at 4:00.

We will need many chaperones for this exciting field trip on Wednesday, June 5th.

However, parents will need to drive themselves or carpool due to lack of room on the buses.

The more parents we have, the fewer students per group, which makes for a more enjoyable trip for everyone, so your participation is greatly appreciated!

The cost per parents is $15.00.This can be paid by cash, or check made out to Kinawa.

If you are planning to chaperone and have a membership to Village, you can check this below.

Also, in order to chaperone, each parent must fill out and submit a volunteer conviction disclosure form.

Please send back these forms and the money by Friday, May 3rd.

We really appreciate the support that your involvement shows our students!

Sincerely,

Mrs. XXX

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Hello Parents!

Tomorrow’s field trip is going to watch a movie. / The campers will go to the movies for the field trip tomorrow.

Students need to arrive at Red Apple no later than 9:05 am.

We will leave at 9:20 am and we will not be able to wait for the student who is late.

Please contact me by 9:00 am at 919-923-9750 if your child will not be going on the trip.

Please let me know if you have any question!

Sincerely,

XXX