

The Student Initiative

How to Write A Professional Email

By knowing how to write a professional email, you will be able to reach out to individuals and/or companies that will be willing to sponsor, promote, or give you any ideas on how to improve your objective. It allows easier and more professional responses to communication from adults or those in power. Furthermore, it is also important to be respectful in your email and make sure all questions and concerns are answered in one go, to save both you and the recipient time. (On the right is an example of all of the parts that should be included in a professional email.)



Five elements of a professional email

A relevant subject line	1	Regarding project S42
Professional email greeting	2	Dear Ms. Stofan
Clear & concise email body that reflects the purpose of your message	3	I'm writing in regards to our previous discussion. [Redacted] [Redacted]
A CTA closing	4	I appreciate your time and look forward to hearing your thoughts on this matter
Professional email signature	5	Best regards, [Redacted] [Position] [Redacted] tel. : [Redacted]

Writing your Email: (*tips, rules, etc.*)

1. Don't use your 4th grade email. Make sure to have a professional email address
2. Keep subject line direct and concise
3. Open email with a greeting (Ex: hello, hi, etc...)
4. Within your email, continue to be direct and get to the point quickly
5. Check for spelling and grammar issues (include more sophisticated words for different audiences)
6. Sign off/thank the reader (Sincerely, thank you for your time, etc...)
7. Date the email
8. Make sure to put your further contact information
9. Add any company, business, school, or project name (who you are working with)
10. Double check for grammatical errors or have a peer read

Examples/Extra Videos

[How To Write A Professional Email by English With Alex](#)

[How to Write Effective Emails by Heather Austin](#)

[How to Send a Professional Email by Wallace Community College](#)

[Writing an Effective Business Email by GCF Learning](#)
[How to Write Better Emails at Work by Harvard Business](#)