* How should be your subject line should be?
* Compact and to the point
* First character of first word should be capital
* Logical keyword
* Simple
* Informative, brief and catchy
* When you have guffed off in email
* Regarding correction in project
* Body of the mail
* No scrolls
* Use attachment
* Do not write everything in single paragraph
* Signature
* Name:
* Designation:
* Organization:
* Phone no or Fax no.
* social media channel link(optional)
* How should be attachments
* Do not forget to attach your attachment
* See if attachment is proper
* Proper naming
* Fixed size attachment
* If special software needed to open the attachment then mention it
* If there are multiple attachment then mention in mail