

**Do's of Email Writing**

1. Use a clear and relevant subject line.
2. Begin with a proper greeting and address the recipient by name if possible.
3. Keep your message concise, structured, and to the point.
4. Maintain a polite and professional tone throughout.
5. Use proper grammar, spelling, and punctuation.
6. Include a clear call to action or next step.
7. Always proofread before sending.
8. Attach relevant files, and name MoU files as: PGI\_Year\_Recipient (e.g., PGI\_2025\_ABCCCompany) for clarity.

**Don'ts of Email Writing**

1. Don't use slang, emojis, or overly casual language.
2. Don't send emails without proofreading.
3. Don't attach files without mentioning them in the body of the email.
4. Don't use all caps (it comes across as shouting).
5. Always use only the BCC
6. Don't write long, unstructured paragraphs.
7. Don't forget to follow up if there's no response within a reasonable timeframe.