# Email Acronyms and Abbreviations

**1. NRN - No Reply Necessary**

Indicates that no reply is necessary, which reduces email clutter from replies such as "okay sounds good!"

**2. LET - Leaving Early Today**

Informs coworkers (usually in group email) you're leaving early, so they don't miss you later if they need anything.

**3. EOM - End of Message**

Keeps all content in the subject line, which saves the recipient time since they don't have to open the email.

**4. PRB - Please Reply By**

Kindly asks the recipient to reply by a certain date and time. Avoids late responses for time-sensitive requests.

**5. HTH - Hope That Helps**

Used when responding to someone. Typically when someone thanks you for your help.

**6. WFH - Working From Home**

Notifies coworkers you're working remotely that day.

**7. TLTR - Too Long To Read**

When someone sends a massive email, but you have little time, TLTR asks the sender to briefly summarize what they need.

**8. TL;DR - Too Long; Didnt Read**

When sending a massive email, it's a courtesy to summarize what you need in one sentence, labeling it TL;DR.

**9. Y/N - Yes or No?**

Saves the recipient time by asking for only a yes or no answer; as it's not necessary to respond beyond that.

**10. OOO - Out of Office**

Standard acronym for when you're out of the office.

## 11. EOD - End of Day

Means you'll be sending something (or you're asking for something) before the day ends.

## 12. EOW - End of Week

Means you'll be sending something (or you're asking for something) before the week ends.

## 13. SFW - Safe For Work

Used when sending a file or article that sounds bad, but it really isn't. Tells recipient it's okay to open it.

## 14. LMK - Let Me Know

Informal way to end an email, asking recipient to let you know their opinion.

## 15. IMO - In My Opinion

When submitting feedback, a humble way to give feedback without sounding like a opinionated know-it-all.

## 16. BTW - By The Way

Typically sent after you forget to mention something in a previous email.

## 17. IDK - I Don't Know

Informal abbreviation typically used in body copy.

## 18. FWIW - For What It's Worth

A humble way to give feedback on something and not sound like a know-it-all.

## 19. FYI - For Your Information

Used when adding a side note to your email.

## 20. TYT - Take Your Time

Used when you need feedback on something, but it's not urgent.