How to
write an effective email?

5. Steps

1.Salutation

2.Opening Sentence

3.Body of the email

4.Closing Sentence

5.Signature

1. Salutation

Good Morning Mr. (last name)

Hello Ms. (last name)

Dear Ms. (last name)

Mr. (last name) A very good morning!

Hey! (first name)

2. Opening Sentence

I hope you had a great start to the week.

I trust you're doing fine.

I hope you're all fun and frolic.

I hope this email finds you well.

I am reaching out about...

I'm getting back to you about...

This is to follow up from...

As discussed in the foregoing discussion...

I look forward to hearing from you soon.

Looking forward to a prompt response.

I'd appreciate your prompt attention to this matter.

Please advise, as necessary.

Best Wishes,

Yours Sincerely,

Have a pleasant day ahead.

Best,

Cheers!

Sending you positive vibes,

Example

Subject – Leave Application – Ravi

Dear Mr. Roy,

I hope you've had a great day so far.

I, hereby, would like to inform you that My elder brother is getting married on 23rd May. To participate in different ceremonies around the date, I request you to kindly grant me leave from May 20 to 24.

I look forward to receiving your approval soon.

Yours sincerely, Ravi.

Email Like a Boss

Took A While But You Can Deal
- ❌ Sorry for the delay
- ✅ Thanks for your patience

My Schedule Matters Too
- ❌ What works best for you?
- ✅ Could you do...?

Yeah, You're Welcome
- ❌ No Problem /No worries
- ✅ Always happy to help

I Know What I'm Doing
- ❌ I think maybe we should...
- ✅ It'd be best if we...

Discuss Something Important
- ❌ (Explain everything in the email)
- ✅ It'd be easier to discuss in person

Do You Get It?
- ❌ Hopefully that makes sense?
- ✅ Let me know if you have questions

Where The Heck Are We On This?
- ❌ Just wanted to check in
- ✅ When can I expect an update

I Made A Small Error
- ❌ Ahh sorry my bad totally missed that
- ✅ Thanks for letting me know

I Have An Appointment
- ❌ Could I possibly leave early
- ✅ I will need to leave for at...