Email Format

- Subject line
- Salutation
- Body of the email
- Signature

1. Subject line

Grab attention with the subject line. The first part of an email which your recipient sees is the subject of the email. If you do not put it well, you risk having your email not opened until later or at all. Here are some things to keep in mind:

- Make the subject line **specific, simple, and to the point**. For example, instead of *'The internship report you asked for'*, write, *'Internship Report, {date/week/month}'*.
- The subject line should be **short**. Ideally, your subject line should stand around six words.
- Keep the most **important and informative words in the beginning** of the subject line.
- Use **markers** like *Fwd, Reply, Urgent*, or *Notice* to further narrow down the subject. It informs your reader about the nature of your email.

Some of the examples of good subject lines in formal emails can be:

- Marketing Data for July 2018
- Marketing Budget, October 2018
- List of New Freelancers
- Job Application for the Post of XYZ
- Leave Application
- Query Regarding the Missing Information in the Document
- Contract Agreement - XYZ Assignment

2. Salutation

Each email is directed towards someone. Start your formal email with addressing the recipient in a manner fitting the relationship you have with them.

- For people you are unfamiliar with or do not know the names of, use '*To Whom It May Concern*' or '*Dear sir/madam*'.
- For senior officials, stick to their designation or follow it with their name, for example, '*To the Manager*', '*Dear Dr. Ghosh*', or '*Dear Ms. Kapoor*'.
- Among colleagues, it may be appropriate to simply precede the name with a '*Hi*'.
- Do not skip the salutation and always be respectful. Never use nicknames or just surnames or first names in a formal email.

3. Body of the email
The body text is the main part of your email. It is important to follow a certain pattern when writing the body of your email.

- The **opening paragraph should set the tone and reason** for your email. Introduce yourself if you are a stranger to the person you are writing to, and jot down why you are writing to them. For example, you can begin with '*My name is Abc, and this email is with reference to Xyz.*' or '*This is with reference to the marketing budget as discussed in the meeting.*'

- **Elaborate on your concern, question, or response** as comprehensively as possible. Write in a way that is easy to understand, but at the same time, do not lose your point in providing unnecessary information. Say only what is required.

- The **closing of the email** should also support the nature of your email. If you are asking a question, close with something like '*Hope to have an answer from you soon*', or '*Looking forward to hearing from you soon*', and if you are addressing a question, end with '*Hope I have sufficiently answered your query/doubts.*'

4. Signature
These are the last words of your email, capable of forming a lasting impression on your reader.

- Sign off with a simple word or phrase, which conveys respect. Safe choices are '*Best regards*', '*Warmly*', '*Sincerely*', '*Kind regards*', or simply '*Thanks*'.

- If you are writing to someone for the first time or someone who is not an immediate colleague or senior, use your full name.

- Furnish your name with contact information. Your phone number and/or work address are enough.

- If you are writing on behalf of or as an employee of an institution, make sure to mention it along with adequate contact details

- To make your signature even more effective, you may also choose or design an attractive (but not flashy) template.

Tips to write an email:

- If a person's name is mentioned in the question address him/her as Dear him/her. If no name is mentioned or there is an ambiguity in gender then Dear Sir/ Ma'am will do.

- Always end the e-mail with "Regards", "Thanks and Regards", "Thanking You", "Warm Regards", "Yours Sincerely" etc. before making a proper sign. If a name is mentioned then mention that name else one can use his/her own name with a proper designation in reference to the context of the situation.
- Always follow the left hand rule i.e. stick to the left margins of the page.

Source:

https://www.naukri.com/blog/how-to-write-a-formal-email-format-and-samples/