

1] Phrases for email subject lines

●Meetings

Here are four email subject line phrases for setting meetings:

- *"Meeting request regarding... "*
- *"Meeting follow-up needed"*
- *"Request for an informal meeting"*
- *"Please see meeting availability"*

●Requests

Here are five email subject line phrases to use when making a request:

- *"One quick request"*
- *"Inquiry regarding... "*
- *"Important information enclosed... "*
- *"Follow-up needed regarding... "*
- *"Please acknowledge receipt of this email"*

●New jobs

Here are 5 email subject line phrases to consider when applying for a new job:

- "Application for... "*
- "Referred by... "*
- "Cover letter and resume regarding... "*
- "Position available as... "*
- "Thank you in advance for reviewing my application"*

2] Phrases for the opening lines of your email

●Informing or directing someone

Here are eight phrases for informing or directing someone in the opening lines of your email:

- "I am writing to you with regards to... "*
- "I am writing to you to follow up on... "*
- "I wanted to let you know that... "*
- "Your action is needed regarding... "*
- "Please see the following update"*
- "This is a quick note about... "*
- "Please acknowledge your receipt of this documentation by... "*
- "The following is to inform you of... "*

●Replying to an email

Here are seven phrases for using your opening lines to imply that your email is a reply or response:

- "Thank you for your email regarding... "*
- "Thank you for getting back to me so quickly"*
- "In response to your request for... "*
- "As per your request... "*
- "Thanks so much for your feedback on... "*
- "As requested, I am sending you... "*
- "I appreciate your email and... "*

●Apologetic phrases

Here are six phrases for apologizing in the opening lines of your email:

- "My apologies for... "*

- "I apologize for the delay in my response"*
- "I am so sorry to hear about... "*
- "My apologies for any inconvenience this may pose"*
- "Please accept my apology for... "*
- "I was out of the office earlier; my apologies for any delay"*

●**Friendly greetings**

Here are six social greetings you can use to start a friendly email:

- "I hope this email finds you well"*
- "I hope all is well"*
- "It was great to see you on... "*
- "It was a pleasure meeting you... "*
- "I hope you are enjoying this lovely day"*
- "I'm so glad we had a chance to catch up during... "*

3| phrases for the body of your email

●**Making a request**

Here are five useful phrases for making a request in the body of your email:

- "Please fill this form out by... "*
- "Can you possibly... "*
- "If possible, could you send me... "*
- "It would be greatly appreciated if you could... "*
- "Would you kindly respond by... "*

●**Asking direct questions**

Here are six phrases to use when asking a direct question in the body of your email:

- "Please let me know what your thoughts are on this"*
- "Is this course of action okay with you?"*

- *"Please let me know if I have the green light on this"*
- *"Would you please clarify... "*
- *"Could you please send me further details regarding... "*
- *"Would you mind explaining that again?"*

● **Sharing information or directions**

Here are six email phrases to consider when sharing information or directions:

- *"Please note the following:"*
- *"Quick heads up"*
- *"I'm sending you a friendly reminder that... "*
- *"It may serve you to know... "*
- *"You may find this helpful:"*
- *"When you... you'll need to... "*

● **Attaching documents, forms or web addresses**

Here are six phrases to use when attaching documents or websites in the body of your email:

- *"Please see the following attachments"*
- *"Review the attachments below"*
- *"I've enclosed the [file name] below"*
- *"Here are the documents we discussed earlier"*
- *"Please find more information at the following website"*
- *"I have attached a PDF file with all the information that you will need"*

● **Scheduling**

Here are six phrases to consider for scheduling appointments or phone calls in the body of your email:

- *"Is it possible to postpone our meeting for the... "*
- *"Would you be available for a phone call on... "*

- "Are you free on... "*
- "I'd like to schedule a meeting for... on... "*
- "The department will be meeting on... "*
- "Please join me for a group meeting on... "*

●**Unpleasant news**

Here are six helpful email phrases when delivering unpleasant news:

- "I'm afraid I'm unable to... "*
- "Due to unforeseen circumstances... "*
- "Unfortunately, it goes against policy to... "*
- "Despite my best efforts, I was unable to... "*
- "Unfortunately, I regret to inform you... "*
- "Regretfully, I was unable to... "*

4] phrases for closing an email

●**Setting expectations**

Here are 10 email phrases to use when setting expectations in your final sentences:

- "Please be advised this is a confidential email"*
- "Thank you in advance for your help with this"*
- "The information above is to be maintained on a need-to-know basis"*
- "The expectation for you is to... "*
- "I would greatly appreciate it if... "*
- "I appreciate your cooperation in this matter"*
- "Your discretion regarding this matter is crucial"*
- "Your role in this project will be... "*
- "I look forward to hearing your thoughts about this matter"*
- "I'm excited to work with you on this project"*

●Apologetic remarks

Here are five phrases for apologizing in the closing lines of your email:

- "Sorry that I couldn't be of more help"*
- "I appreciate your understanding in this matter"*
- "I apologize again for... "*
- "Once again, I appreciate your understanding... "*
- "I appreciate your patience and apologize for... "*

●Polite closing phrases

Here are nine polite phrases for at the end of an email:

- "Be well, "*
- "Warm regards, "*
- "Best Regards, "*
- "All the best, "*
- "Have a wonderful day!"*
- "Stay in touch!"*
- "With kind regards, "*
- "Regards, "*
- "Farewell,"*