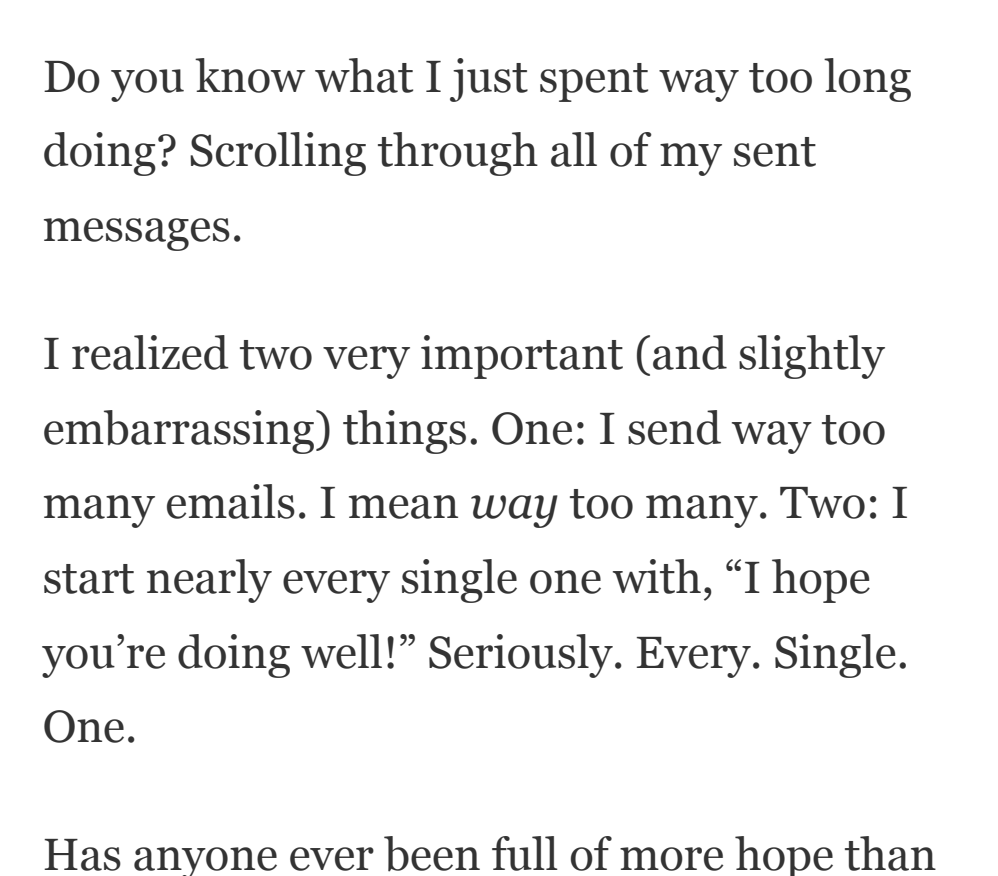


WORK RELATIONSHIPS

# 40 Email Opening Lines That Are So Much Better Than "Happy Monday!"

by [Kat Boogaard](#)



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Do you know what I just spent way too long doing? Scrolling through all of my sent messages.

I realized two very important (and slightly embarrassing) things. One: I send way too many emails. I mean *way* too many. Two: I start nearly every single one with, “I hope you’re doing well!” Seriously. Every. Single. One.

Has anyone ever been full of more hope than me?

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Jokes aside, You wouldn’t think that your email greeting would be that complicated to write.

But, I’ve learned that landing on that perfect sentence that seamlessly segues into the rest of my note is an art form in and of itself.

Do you find yourself as stumped as I do? You’re in luck. I’ve rounded up 40 different email greetings you can use to kick start your message. Because, let’s face it—nobody actually means “Happy Monday!”

**Read More:** [40 Templates to Help You Handle Your Toughest Work Emails](#)

## If You Need Something Formal

1. Allow Me to Introduce Myself
2. Good afternoon
3. Good morning
4. How are you?
5. Hope this email finds you well
6. I hope you enjoyed your weekend
7. I hope you’re doing well
8. I hope you’re having a great week
9. I hope you’re having a wonderful day
10. It’s great to hear from you
11. I’m eager to get your advice on...
12. I’m reaching out about...
13. Thank you for your help
14. Thank you for the update
15. Thanks for getting in touch
16. Thanks for the quick response
17. As promised, I’m...
18. As we discussed on our call...
19. Can you provide me with an update on...
20. I’m checking in on...
21. I’m getting back to you about...
22. To follow up on our meeting...
23. Congratulations on [recent accomplishment]
24. How did [recent project] turn out?
25. I hope you enjoyed your [event or vacation]
26. I loved Your recent [photo/article/social media post]
27. I was just laughing the other day about [inside joke]
28. I was just thinking about you and [shared memory]
29. It was great to see you at [event]
30. This [article/video/GIF] made me think of you
31. [Mutual Contact] recommended I get in touch with you

## If You’re Feeling Funny

32. Happy “Not Monday”
33. Hello from the other side
34. Here’s the good news: Only [number] more days until Friday
35. Hope you’re surviving another workweek
36. I hope you’ve had your coffee already
37. It’s me again
38. I’ll keep this short
39. I’m sorry if this Message sabotaged “inbox zero” for you
40. Just what you want: another email!

It’s important to keep in mind that not all of these opening lines will be appropriate for every email you send. An important client or your boss, for example, will probably require something from the “formal” category. But, a close colleague or long-time friend? Well, he or she might get a kick out of a funny greeting that strays from the tried and true standards.

At any rate, there’s no need to follow in my footsteps and begin every single one of your messages with the same greeting. Now that I have this list pulled together, you can bet I’ll be using it as inspiration for all of my emails—and, I think you should too.

Have another opening line that you love to use? Let me know [on Twitter](#) what I missed.

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Kat is a Midwest-based freelance writer, covering topics related to careers, productivity, and the freelance life. In addition to The Muse, she's a contributor all over the web and dishes out research-backed advice for places like Atlassian, Trello, Toggl, Wrike, The Everygirl, FlexJobs, and more. She's also an Employment Advisor at a local college, and loves helping students prepare to thrive in careers (and lives!) they love. When she manages to escape from behind her computer screen, she's usually babying her two rescue mutts or continuing her search for the perfect taco. Say hi on Twitter [@kat\\_boogaard](#) or check out [her website](#).

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