

Email Etiquette

A step-by-step guide
to level up your professional emails

MEHAR SINDHU BATRA

Founder & CEO, MSB Vision



Welcome

Crafting a perfect email takes practice, my friend. But if done correctly, it can really leave a positive impact on the reader.

Therefore you must ensure it is in a universally accepted email format so that the recipient receives it well.

I've made dozens of emailing mistakes that I hope you never do. Although emails usually aren't as formal as letters, they still need to be professional to present a good image of you and your organisation.

Hope you find this e-book useful.

Lots of love,
Your mentor,
Mehar



What will this FREE e-book cover:

1. Tips on writing a professional email
 2. Email phrases to get your desired response
 3. A list of email greetings that you can use
 4. A list of email sign offs
 5. Transitional phrases for your email
-

What is an Email ?



Email is one of the most popular professional digital media, both within and outside of the workplace. The preference to use it for work communication is quite high and it is essentially based on its speed and convenience. When writing a professional email, you can do it for different reasons such as: you can give feedback or send a cover letter, thank you, among others.

When writing an email, we must take our time. The effort is worth it, trust me. A careful, clear, and dedicated message in a work email has far more effect and impact than one filled with errors and written in a hurry. In the long run, formality in email helps ensure that business relationships develop positively.

Tips on writing Email

An email's format comprises of the following elements: subject line, salutation, body, closing, and signature.

1. Be careful with the subject line.

A subject is what guarantees whether you will be read, archived, or excluded. The subject line should introduce the topic to the receiver, simplify the purpose of the email and should be specific and brief.

2. Try to pick a timeless greeting.

In a professional setting, the greeting will be timeless; this will help to have a personalized contact, without showing when it was sent. Greetings are recommended such as: Greetings! Greetings of the day! Dear sir/madam (only if you are sure of their gender).

3. Form the body wisely.

For the Directors or managers, who receive more than 300 emails a day, it is impossible to read such long messages. You must simplify the information. The proper length of an email should not exceed three paragraphs.



Email phrases to get an desired results



Certain rules and phrases used will aid in a better chances of getting your desired response while sending an email.

Here are a few that you can use:

1. I am writing to you to ask/enquire about...
2. I would like to follow up to make sure you received my last email.
3. I am attaching the file...
4. I wish to submit feedback regarding the services I received yesterday.

Email greetings to send to get desired results

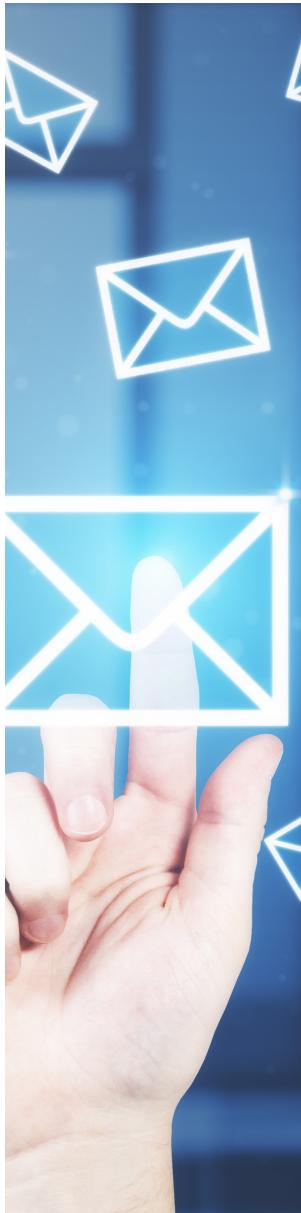


It is good manners and polite behavior to start your emails with appropriate greeting for the time of the day. A greeting helps in setting the tone of your content to the recipient.

Here are a few that you can use:

1. Hope this email finds you well.
2. I hope you enjoyed your weekend.
3. I hope you are having a great week!
4. Thank you for your help
5. Thank you for the pointer
6. Thank you for getting back to me
7. Thank you for your prompt response

Email sign-offs to use in your professional email



No matter how well-versed or perfect your email might seem but it can all make a wrong impact if the inappropriate sign off is used.

Here are a few that you can use:

1. Excited to work on this with you.
2. Always a pleasure catching up with you.
3. Have a great trip!
4. Have a great week ahead!
5. I hope you have a good day!

Transitional phrases to use in your email

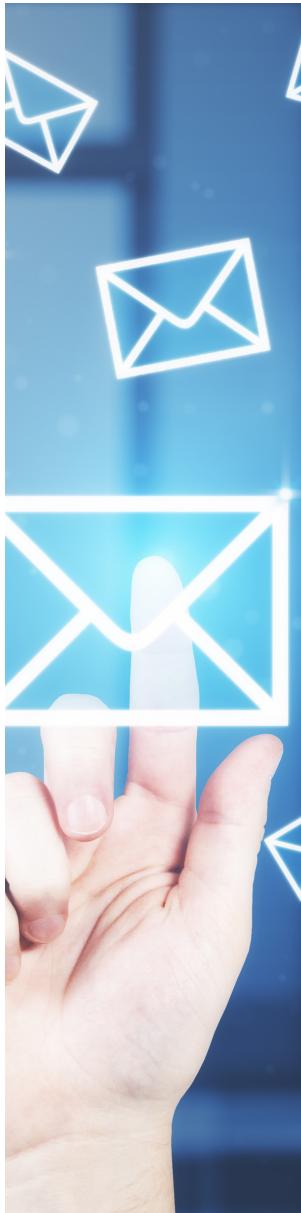


Transitional phrases help you connect one sentence or event to another in your email. It helps the reader organize and react to the content of the email.

Here are a few that you can use:

1. At the same time
2. Alternatively
3. On this occasion
4. On the contrary
5. Considering this

Email signatures to end your email



How you end the email is as important as how you begin it.

Here are a few ways you can say "bye":

1. Best Regards
2. Kind Regards
3. Warm Regards
4. Thank you
5. Sincerely