Writing a Formal Email

Emails are among the most commonly used means of communication in the world. Writing a formal email requires certain skills in order for one to make a fine impression of himself.

Rules:

Subject: *Your email has to grab the attention of the reader by indicating the content of your message precisely in two or three words in the subject.*

Style: *Use simple and clear sentences to emphasise the main and key points.*

Politeness: *Your email has to include forms of gratitude as a sign of courtesy.*

Signature: *You have to end your email with your full name and relative details about your work or company.*

The right format of a formal email consists of an introduction, body and a conclusion.

Introduction: *Start with a greeting depending on your relationship with the recipient.*

- Dear Mr/Mrs/Ms (surname of the recipient, e.g. Mr Black)
- Dear Sir/Madam (if you don't know the name of the recipient) or more generally 'To whom it may concern'

Then you continue by writing an introductory sentence that indicates clearly the reason for writing. You need to briefly introduce yourself and refer to the subject of your email.

Body: *There is no specific formulas of writing the body, but it is more preferable to write short paragraphs without using any acronyms or abbreviations. And depending on the subject of your email you should finalise with a concluding sentence such as:*

- I look forward to hearing from you soon
- Thank you in advance
- For further information, please do not hesitate to contact me
- Please let me know if you have any questions

Conclusion: *The most common ways are:*

- Best regards
- Kind regards
- Yours faithfully (if you began the email with 'Dear Sir/Madam' because you don't know the name of the recipient)
- Yours sincerely (if you began the email with 'Dear Mr/Mrs/Ms + surname)
- Regards

Example: *Replying to a job advertisement*

Subject: Web Content Editor position

Dear Sir/Madam,

With reference to your job ad in ___, I would like to submit my application for the position of Web Content Editor in your company.

I graduated in Communication Sciences at the University of ____ and worked for several years in a Digital Agency as Content Specialist. I believe my skills and experience are in line with the requirements for the job position. I will be glad to introduce myself in an interview, that will allow you to better evaluate my possible recruitment.

Please find attached a copy of my resume. I look forward to hearing from you.

Yours faithfully