

✉ Business Email Format:
<http://www.buzzle.com/articles/business-email-format.html>

✉ Email Etiquette: <http://owl.english.purdue.edu/owl/resource/636/01/>

☒ How to make a sick note email:

● Example 1:

Dear Prof. _____,

I am ill today and will not be making it to class. Please let me know what I can do so I do not fall behind on my studies. Thanks for your understanding.

● Example 2:

Dear Professor _____,

I am regretfully too sick to attend class today. Please let me know when I may meet with you to discuss my absence and missed assignments.

Thank you.

● Example 3:

Dear Prof. _____,

I am not feeling well and will not be attending class tomorrow. Will see you again as soon as I am better.

☒ How to make a request email:

Begin with:

Dear _____, / To Whom It May Concern,
I am writing to ask / request _____

☉ Example sentences / phrases:

- Thank you for your prompt reply [in reply]
- Thanks for getting back to me [in reply]

- Could you please . . .
- I / We would very much appreciate . . .
- I am writing to enquire about . . .
- Is it possible for you to _____ ?
- Thank you for your time regarding this matter
- I / We look forward to hearing from you
- Thank you for your patience and cooperation.
- If you have any questions or concerns, don't hesitate to let me know.
- I look forward to hearing from you.

Sincerely, / Best regards

● **Other expressions for sick note:**

...I will be sure to check in with fellow students about the class today, as well as check in with you next class.

● **A sample of business email:**

From: jrnlcirc@press.jhu.edu
To: fionaliu@dragon.nchu.edu.tw
Date: Mon, 04 Nov 2013 08:01:51
Subject: ... Association Membership Application/Renewal

Hello,

Your membership application for the ... has been received and will be processed in approximately 5 business days. You will receive an email confirmation containing your membership number once your application has been fully processed.

Your VISA card account will be billed \$XXX.00 (including postage: \$XX.00).

If you have any questions regarding the status of your application, or if you do not receive an email confirmation within 5 business days, please contact a customer service representative at 1-800-548-1784 or email jrnlcirc@press.jhu.edu.

Thank you for your application.

Johns Hopkins University Press

● **Common Expressions:**

- a. 期待覆音
Look forward to hearing from you.
- b. 謝謝費心閱覽敝人履歷
Thank you for the time you have taken to review my candidacy for the position.
- c. 靜候收到討論資料
I await receipt of the information we discussed.
- d. 請轉寄更詳細的資訊
Please forward me the exact information.
- e. 隨信附上您所需關於此次會議(conference)之文件
Attached please find the documents you requested regarding the conference.



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Email Etiquette

Summary:

Although instant and text/SMS messaging is beginning to supplant email for some groups' primary means of Internet communication, effective and appropriate email etiquette is still important. This resource will help you to become an effective writer and reader/manager of email.

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How do I compose an email to someone I don't know?

There are a few important points to remember when composing email, particularly when the email's recipient is a superior and/or someone who does not know you. //

- Be sure to include a meaningful subject line: this helps clarify what your message is about and may also help the recipient prioritize reading your email
- Just like a written letter, be sure to open your email with a greeting like Dear Dr. Jones, or Ms. Smith:
- Use standard spelling, punctuation, and capitalization. THERE'S NOTHING WORSE THAN AN EMAIL SCREAMING A MESSAGE IN ALL CAPS.
- Write clear, short paragraphs and be direct and to the point; professionals and academics alike see their email accounts as business. Don't write unnecessarily long emails or otherwise waste the recipient's time
- Be friendly and cordial, but don't try to joke around (jokes and witty remarks may be inappropriate and, more commonly, may not come off appropriately in email)

What are some guides for continuing email conversations?

Once you have exchanged emails with a person on a given subject, it is probably OK to leave greetings out of your follow-up emails. Here are some other points to consider about continuing conversations over email:

- Try to respond within a reasonable time frame, though "reasonable" will depend on the recipient's expectations and the subject being discussed
- Trim back the old messages: most email clients will keep copying older messages to the bottom of an email. Delete older messages so as to keep your message size from getting too large, and to keep your messages looking clean.
- If someone asks a lot of questions, it may be OK to embed your answers into the sender's message copied at the bottom of your email. However, if you're going to do this, be sure to say so at the top, and leave generous space, for example:
> How long are you staying?
Less than two weeks.
>Will you have time to visit with us?
I'm really hoping to, but my schedule will be pretty tight. Let me get back to you about that after the weekend.

What sorts of information shouldn't be sent via email?

Most people do not realize that email is not as private as it may seem. Without additional setup, email is not encrypted; meaning that your email is "open" and could possibly be read by an unintended person as it is transmitted to your reader. With that in mind, never send the following information over email:

- Usernames and passwords
- Credit card or other account information

Additionally, avoid sensitive or information that could be potentially damaging to someone's career and/or reputation, including your own. Beyond email's general lack of security and confidentiality, your recipient can always accidentally hit the Forward button, leave her email account open on a computer, or print and forget that she's printed a copy of your email.

What about sending attachments?

The ease of transmitting files to a particular person makes email very attractive. However, there are some guidelines you should follow:

- Never send an attachment to someone you don't know the first time you contact them (unless, of course, the contact has posted a job ad requesting a resume in a Word document). They (or their computers) might think it is spam or a virus, and delete your message.
- Avoid unnecessarily large file sizes. Digital photos especially: most digital photos come off the camera much larger than can be viewed on screen. Learn how to resize your digital photographs.
- When you must send a large file or set of files, do the recipient the courtesy of sending an email telling them what you'll be sending and why.
- Be sure to have anti-virus software installed on your computer to scan all of your outgoing and incoming messages for viruses.

Email Listservs and Discussion Groups

Poor email behavior is always cropping up on email listservs and discussion groups. Here are some common mistakes to avoid:

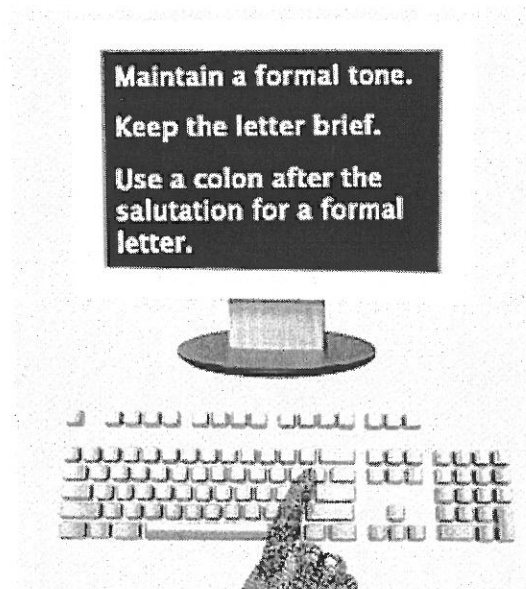
- Double-check the To: area of your email when you reply. Too many people have intended to reply to a message poster alone when, in fact, their reply went to the entire list—much to their embarrassment. If you want to be extra-careful, start a new email and type the single recipient's address.
- Do not air your grievances or beefs about your school, colleagues, or employer on a list. Personal attacks should also be avoided. Such postings make the organization you are associated with look bad, while also making you sound like a gossip and whiner. Particularly on large lists, you also may not know who else is on it. Be professional, and likewise avoid piling onto discussions about who's got it worst at work, school, etc.
- If you are new to a discussion list, you should "lurk" for awhile—that is, just be a reader to get the sense of what the group talks about, how it talks about it, and what types of behaviors are expected from list members. Only when you have gotten that sense should you initiate a post.

Note: this resource was posted during a day-long workshop for Norfolk State University in the development of their OWL. Purdue OWL Webmaster Karl Stolley and the Purdue OWL wish them great success.

Business Email Format

The business email format is a form of internal and external form of communication. The following article will cover some information related to the format of a business email.

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The business email format is similar to the business memo and therefore, it won't be difficult to understand the basic rules. It is very important to follow a correct format of a business email, as it directly describes your personality. In case you write business email in a haphazard way, the reader will understand that you lack proper email etiquette. In order to reflect professionalism in your personality, you need to sharpen your skills.

The business email is a very important piece of communication and needs some formatting elements similar to a business letter. Let us see some business letter writing tips for an email.

Format of a Business Email

When writing the subject, it is important to use a shorter title in the email subject line. The title should aptly describe the content and the aim of your email. You should not unnecessarily state the email as urgent or high priority as the reader may not pay immediate attention the next time it really is a priority letter.

When you begin to type the body of the letter, it is not necessary to begin with a heading like return address, the readers address and the date. The business email format should be simple with left margin. Do not use special formatting and tabs unnecessarily. The tone of the letter should be kept

formal and see that you use proper grammar and run spell check.

The letter should be brief and to the point. The letter should be at least less than 80 characters. Also, do not attach attachments until and unless expected by the recipient. If you do not know the person, you should address the recipient as *Dear Production Manager:*. For formal emails, one should use a colon, after the salutation. There should be no space before the colon and one space to be given after it. In case of British English, you can use a comma (,) instead of the colon (:) used in American English. Use the correct name of the person, if you know him/her. In case you are addressing a client, you can use **To Whom it May Concern:** or the usual **Dear Sir or Madam:**. If using just **Dear** as the salutation, there is no need to type a colon or comma after it.

Next comes the body of the letter. Make sure you write the 'what, who, when, where, why and how much' in less than 80 words. Do not keep fill the email with unnecessary details. People do not have time to read a long story and find the actual purpose of the business email received. Once you complete the body, you need to end the letter.

Choose the correct closing statement. You can write **Sincerely**, in case you don't know the person or write **Yours truly**, if you know the person well, like your boss. Type the closing salutation after the body, skipping one line. This means, you need to add one enter before typing the salutation. Make sure you do not miss the comma after the salutation. Then, in the next line type your full name. Do not add any punctuation after the name and on the next line give details about yourself. This means *Director, Department of Botany, Alexis University*. You could follow this with your address, telephone number, fax number, email address as well as link of any website related to your company or you. Let us now see a simple business letter template.

Business Email Template

Formatting a Business Email

Subject: _____

Dear Sir,

Reference to your _____ dated _____ regarding _____, I would like to intimate that _____. You will soon receive a detailed hard copy regarding the same.

For any further queries, please feel free to contact me on my email address or phone number xxx-xxxx.

Thanks and best regards,

Sender information
Sender Designation
Company Name
Contact number

PS: This is a computer generated message and thus bears no signatures.

Business Email Examples

Before we have a look at the correct format, let us have a look at an email that you should completely AVOID when writing a business email letter. This will give you an idea in differentiating between an excepted and correct business email letter and an unprofessional letter.

Example of a Bad Business Email

Subject: Some points to discuss

Hey people, We were thinking of changing a few things around the office. These things have bothered most of us and the management thinks it is time we take notice of these aspects. I know that we are all real busy but we should speak about these points in our next meeting. Also, many have not yet submitted the reports and the deadline is coming up in the next couple of days. So, make sure we all concentrate. Thanks, Benny Markson.

The above example is totally unprofessional and unexpected form of formal conversation. Although, you may have an informal atmosphere at your workplace, but when it comes to official written communication, one should follow certain rules. The above mail could have been better, if written in the following way:

Example of a Good Business Email

Subject: Discussion related to management policy and reminder for deadline due.

Dear Staff,

It has come to the notice of the management, there are certain policies that are not expectable by most of the employees. These policies are bothering most of the employees and this is affecting their general performance. Although, most of us have a busy schedule, we shall bring up the policy plans during our next weekly meeting.

It has also been found, the project is nearing its deadline and many have not yet completed their

tasks at hand. Your problems and queries will be addressed in the next meeting as stated above. Thus, it will be better if we start concentrating on our project and give no opportunity to the client to complain. The management has full trust on its employees and we hope you will not disappoint us.

Thanks,

Benny Markson
HR Manager
Jackson Consultants

The above example is a correct way of addressing your employees. Apart from the above example, another sample of business email is discussed below:

Business Email Sample

To: "Anna Jones" <annajones@buzzle.com>
Cc: All Staff
From: "James Brown" jamesbrown@abcd.com
Subject: Welcome to our Hive!

Dear Anna,

Welcome to our Hive!

It is a pleasure to welcome you to the team of _____. We are excited to have you join our team, and we hope that you will enjoy working with our company.

On the last Saturday of each month we hold a special staff party to welcome any new employees. Please be sure to come next week to meet all of our senior staff and any other new staff members who have joined _____ this month. You will receive an e-mail regarding the same with further details.

If you have any questions during your training period, please do not hesitate to contact me. You can reach me at my email address or on my office line at 000-0001.

Warm regards,
James

Jackie Brown, Manager, Staff

jamesbrown@abcd.com

Tel: 000-0001

This was some information related to business email format that will help you draft business emails. Make sure the email is short and to the point. Leave out the smileys and fancy formatting as it does not suit a business email. I hope the letter writing tips related to a business email are useful to you.

 Batul Nafisa Baxamusa  Last Updated: August 4, 2016

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