



# WRITING EMAILS

## Formatting the Email

1. Add a greeting and sign off.
  - a. If it is someone you don't know, someone of a higher position, or a customer/client you should keep language formal. Ex: "Hello Dr. Smith,"; "Sincerely,"
  - b. If it is someone you are familiar with, you can be less formal but you should still use professional language. Ex: "Hey John,"; "Best,"
2. The introduction paragraph
  - a. Introduce yourself, especially if it is someone you don't know well or someone who receives many emails a day. When emailing a professor, include the specific class you are in.
  - b. Be straight to the point about the point of the email and save the details for the body paragraphs.
  - c. Ex: "I am a student in your ENGL 1010 class on Tues/Thursday 9:35-11:00 am. I wanted to reach out to see if you could check my progress on the final paper and see if I am going in the right direction."
3. Body paragraphs
  - a. This is where you can expand on the details and context of your email's purpose. However, remember to keep emails to one topic and purpose.
  - b. Use bullet points or lists as needed for readable organization of information.
4. Conclusion paragraph
  - a. This should be a brief call to further action. You can ask the recipient to email you back with any questions or answers or instruct them to complete a task.
  - b. Ex: "Do you have any further suggestions on this project?"; "Let me know if you have any questions."
5. Signature
  - a. After a sign off, always include a signature box which should include your name, your job title or student ID number, and any additional contact information.
  - b. Example signature line:

**Mickey Mouse**

English Undergraduate Student

W10111111

[Mmouse1@uwyo.edu](mailto:Mmouse1@uwyo.edu)

307-766-5555



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## Things to Consider About Content Matter

1. Is the recipient someone you know? If it is someone you are familiar with, you can be less formal but you should always use professional language and a friendly tone.
2. Consider your recipient may not remember specifically who you are or the details of a previous conversation, especially if they receive many emails. Give necessary context.
3. Don't include confidential/private information. Consider that your direct recipient may not be the only audience of the email. It may need to be forwarded and many companies monitor emails.
4. Keep emails to one purpose and short and to the point. If you need to contact the recipient for more than one reason, consider sending two emails.
5. Consider readability. Keep paragraphs short with spacing between paragraphs. Avoid colored text or decorative fonts. Use bullet points or lists strategically.
6. When links are necessary, avoid pasting long links. Connect a link to relevant text.
7. Need to attach documents? Make sure the document name is clear and always reference and explain the purpose of the attachment in the body of the email.
8. Use abbreviations, emoticons, all caps, and informal language sparingly.
9. Proofread! No matter who the audience is, emails should adhere to proper grammar and spelling.

## Filling in the Fields

1. Subject line
  - a. The subject should be clear and specific in addressing the main point of the email. Vague subject lines can be difficult to find later on or could lead to the recipient deleting it without reading it.
2. To:
  - a. Only include the person (or people) you want to respond to the email.
3. CC: (courtesy copy)
  - a. Only include people if it is important they read the email, too. They will receive the email but not be the "main recipient."
4. BCC: (blind courtesy copy)
  - a. Use this if there are multiple recipients of the email and you want to hide the addresses from each recipient for privacy purposes.