How To Write An Email

Emails can be used to make clear, effective requests, especially when in need of assistance or accommodations in school or in the workplace. Emails also are one of the primary ways of communicating in a professional setting.

Effective emails typically have a few key elements, such as using a subject line or writing a concise message. Email communication is critical for building strong professional relationships with others. Sometimes, deciding how and when to use an email is just as important as the message.

HERE ARE SOME TIPS FOR WRITING AN EFFECTIVE EMAIL:

- **Subject Line:** Write a brief phrase explaining the purpose of your email.
- **Opening and Closing:** Start your email with an introduction, such as "Hi" or "Dear" and close your email with phrases, like "Warmly," "Best," "Sincerely" or "Thanks."
- **E-mail Signature:** You may include your full name and contact information, such as phone number or any other professional ways to connect, like hyperlinks to your website portfolio or LinkedIn profile.
- **Request:** Be sure to state the purpose of your email and how you would like the recipient to respond. For example, "I would like more information about how to request an accessible device for the spring semester" or "I would like to follow up on my application, which I submitted [date]. Would you be able to update me on the status?"
- **Deadlines:** If you need information or a response at a specific time, say that.
- **Wrapping up:** As you start to close the body of your email, use phrases like "I appreciate," "I look forward to," or "Thanks again for."
- **Proofread:** Using a spell check tool is helpful, but always proofread before sending. Whether or not you know the person, careless typos can make a bad impression. Review misspelled words underlined in red and your punctuation. If you need help with proofreading, reach out to someone for help!

HERE ARE SOME TIPS FOR EMAIL ETIQUETTE:

- **Choose carefully who you are sending your emails to.** There are a couple of fields in an email.
  - "TO" is for the e-mail address of the person you're sending your message to.
  - "CC" is for other people who need to be included in the conversation.
- **Be mindful of your tone.** Remember that there is a person at the receiving end of your email. Your message should be conversational, but not too casual.
- **Decide whether or not an email is appropriate.** Can your email be replaced with a phone call or face to face conversation? Speaking directly to the person, if possible, can improve communication in the long run. This may not be possible in all situations. For example, you can likely ask your teacher a question after class, but if you're submitting any type of academic, service or professional application, phone calls may not be appropriate.