

A USEFUL GUIDE TO WRITING BUSINESS EMAILS

Writing business emails in English might not be the easiest at first. With this simple guide you can master your email writing skills in just a few minutes.



FORMAL
VOCABULARY

COMPLETE
WORDS

PROPER
GREETING

PROFESSIONAL
SIGNATURE

PROPER
CLOSING

PROOFREADING



SLANG WORDS
AND PHRASES

CONTRACTIONS,
ABBREVIATIONS

CUTESY
GREETING

NICKNAMES
AND INITIALS

CUTESY
CLOSING

NO PROOFREADING

- Dear Sir/Madam, ...
- Dear Dr. John Doe, ...
- Dear Ms Jane Smith, ...
- Dear Mr John Doe, ...

- Thank you for your email about ...
- Thank you for contacting us in connection with the ...
- I am writing to you in connection with the ...
- I am writing to you because ...

- Please find the (document, pdf, files, etc.) attached/enclosed.
- I was wondering if you could/would be able to ...
- I would really appreciate ...
- I am afraid we need to cancel/postpone/reschedule

- I hope you find this helpful.
- For further details ...
- If you have any questions or concerns about this, feel free to contact/write me.

- Kind regards
- Best regards
- Yours sincerely
- Sincerely

USEFUL PHRASES

