

Writing a Formal Email Guide



Greetings

Dear Sir/Madam,

Dear...

Good morning,

Good afternoon,

Greetings,

Endings

Best wishes,

Regards,

Kind regards,

Many thanks,

Sincerely,

Checklist

Write the recipient's email address.	
Write a clear subject.	
Put the greeting.	
Write an introduction.	
Add more details into organised paragraphs.	
Write a conclusion saying what needs to happen next.	
Finish with 'Kind regards', 'Many thanks' or similar.	

Sentence Starters

As a result,	Following...
As you can clearly see,	Furthermore,
Firstly,	
Secondly,	
Finally,	
Therefore,	

