

Simple Email Format in English

Email format is less formal than letter format. But it is important to remain polite in general work correspondence.

It is advisable to be clear and concise.

Make sure the “Subject” of the email is informative: you can use telegraph style.

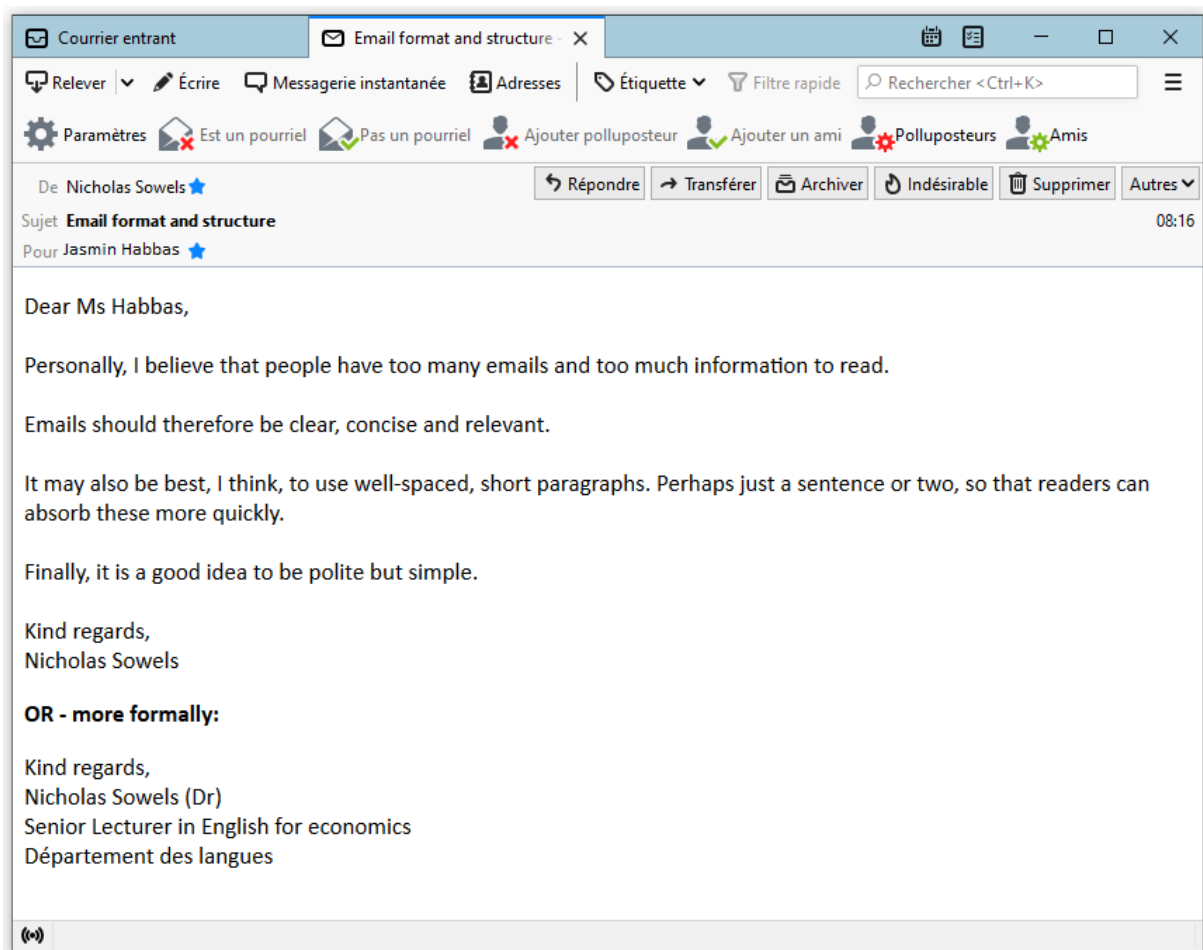
Then, in a formal email, start your email with *Dear Ms Richardson*, if it is a woman; or *Dear Mr Richardson*, if it is a man.

It is also common in academia to use *Dear Dr Richardson*, or *Dear Professor Richardson*,.

Always try to find the name of the person you are writing to and avoid using job titles (avoid writing *Dear Head of Department*, etc.).

English speakers often use first names very quickly: e.g., *Dear Jasmin*, or *Dear David*,. Sometimes, you will see emails requesting use of a first name: e.g. *Dear Leila, if I may*, . Be a little bit careful about this.

End your email with *Best wishes*, or *Kind regards*,. You can use these in almost all situations.



For emails to friends, you may start with *Hello Jasmin*, or *Hi Jasmin*, and end with *Best*, or *Cheers*,.