



## **A Guide to Formal Emails**

The ability to write formal emails is super valuable in service, as you'll probably be reaching out to multiple people via email. Here is a relatively universal format for writing formal emails (we've included some tips and tricks below):

*Greeting \_\_\_\_\_, (Ex. Good morning, Good afternoon)*

*An opening greeting (Ex. Hope you had a good weekend)*

*Introduction of who you are and if you represent a certain group/club or grade/school. Why you are writing them in 2-3 sentences.*

*If you need to set up a meeting, ask their availability or if there is a time that would work well for them?*

*Closing, (Ex. Thank you)*

*Your full name*

Keep in mind who you're writing to and whether you've met or talked in person prior to reaching out to them via email. Make sure you introduce yourself if this is the first email you're sending them; if you've met in person previously you can include how or when you met.

Short and sweet tends to be the best - try to keep the first email to 5-10 sentences as you can include more information in follow up emails. These should still be full sentences, and you should avoid abbreviating words.

While you can vary the structure a little bit, each email you send should be in a semi-formal organization (including follow-up emails). It helps to get in the habit of sending emails in this format and replying within 1-3 days to any responses.

Sending an email earlier in the day or Sunday night can help get your message to the top of someone's inbox and can help it get seen sooner.