

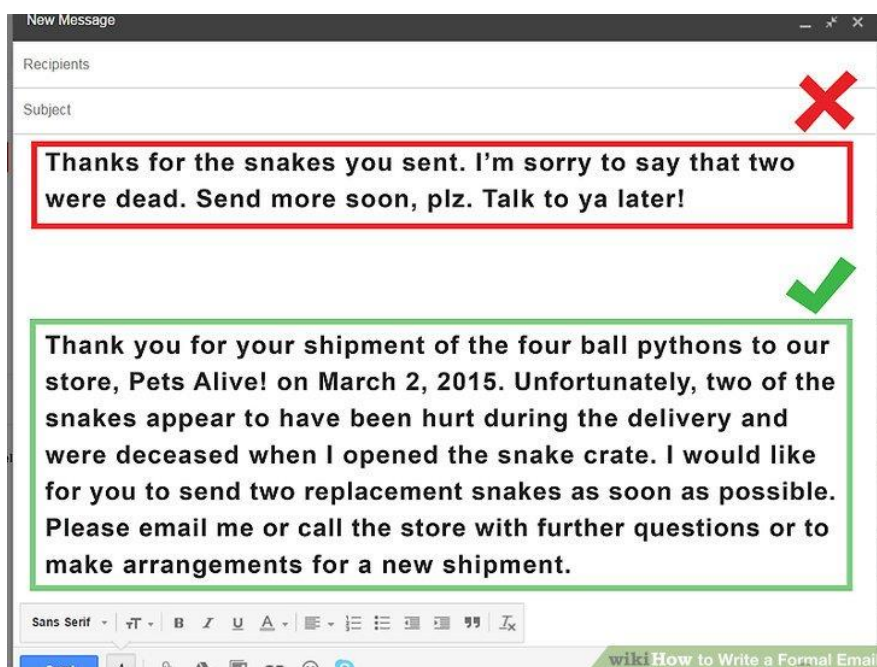
Formal email

To write an email to a teacher, boss, business contact, government agency, or other recipients that requires formality. Keep your message clear and to the point, and follow expectations for style, tone, and formatting. Finally, proofread and review the content of your email before sending it.

Formatting your email

- 1- Email address should be a variation of your real name, not a username or nickname.
- 2- Write your email in a legible font size, such as 12point type.
- 3- Avoid styles like italics, highlighting, or multicolored fonts.
- 4- Do not use all caps. It seems like you are shouting at the recipient.
- 5- Write with the best fonts like Times New Roman and Arial.
- 6- Always open a formal email by typing your name, if you are requesting something, e.g (my name is Sura Hassan. I am writing to apply for The Translations Manager position listed on your web site.

Examples:



Dear Rana,
Thank you, I will have a look when I get the chance but am very busy for the next few weeks preparing a grant application for £18M.
Best wishes.
Dave

Prof David J Evans BSc PhD CChem FRSC
FHEA
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Some rules for formal email:

Greeting

Use Dear Sir/Madam if you do not know the name of the person you are writing to.

Content

The purpose for writing for example a complaint, request etc.

Signing off

For example: 'Yours sincerely' or 'Yours faithfully?'