



PROFESSIONAL EMAIL TIPS

FIRST IMPRESSIONS COUNT.

Emails are a key part of professional communication. A well-written email shows respect, clarity and professionalism. Use these tips to write emails that make a positive impression every time. ♥

PROFESSIONAL EMAIL TIPS



EMAIL CHECKLIST

- ☒ Clear subject line
- ☒ Professional tone
- ☒ Check before sending
- ☒ Include what's needed
- ☒ Proofread your email



KEY ELEMENTS OF A PROFESSIONAL EMAIL



To:
Use the correct email address of the right person.



Cc:
Only include people who need to be informed.



Subject Line:
Keep it clear, specific and relevant.



Greeting:
Use a professional greeting (e.g. Dear...).



Body:
Be clear, concise and get to the point.



Closing:
Thank the reader or state what you need.



Sign Off:
Use a professional closing (e.g. Kind regards).

BEST PRACTICES FOR EMAIL WRITING



Be clear and concise
Use short sentences and simple language.



Know your audience
Use a professional tone suitable for the recipient.



Respond in a timely manner
Aim to reply within 24–48 hours.



Structure your email
Use short paragraphs or bullet points.



Attach relevant files
Mention attachments in the email.



Proofread before sending
Check for spelling, grammar and clarity.



Keep it professional
Avoid slang, emojis and informal language.

COMMON EMAIL MISTAKES TO AVOID



Vague subject lines
Make it clear what your email is about.



Overly long emails
Keep your message short and to the point.



Forgetting attachments
Double-check before you send.



Informal language
Avoid slang, abbreviations and emojis.



Replying to all unnecessarily
Only reply all if everyone needs to see it.



Poor grammar and spelling
Always check your writing.



Not including a clear request
Make it easy for the reader to know what you need.

SUBJECT LINE EXAMPLES

- ✓ Request for Meeting
- ✓ Project Update – Next Steps
- ✓ Question About Your Services
- ✓ Job Application – [Your Name]
- ✓ Thank You for Your Time



EMAIL CLOSING EXAMPLES

- ✓ Kind regards,
- ✓ Best regards,
- ✓ Yours sincerely,
- ✓ Thank you,
- ✓ Many thanks,



QUICK EMAIL STRUCTURE

- 1 Subject Line
- 2 Greeting
- 3 Purpose (Why you're writing)
- 4 Details / Main Message
- 5 Action Needed (if any)
- 6 Closing & Sign Off



EMAIL CHECKLIST

- ☐ Clear subject line
- ☐ Correct recipient
- ☐ Professional greeting
- ☐ Clear and concise message
- ☐ Attachments included
- ☐ Proofread
- ☐ Professional sign off



DOWNLOAD THIS RESOURCE

Use these email tips to communicate professionally and make a great impression.



TOP TIP

Take a moment to review your email before you hit send. It can make all the difference. ♥

