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Nowadays, an email is the most common form of writing you will probably be doing in English. Therefore, it's a good opportunity to learn some common phrases for writing emails.Before looking at the phrases, one common mistake that I often see is using the word "mail". We use the word "mail" for physical letters but you need to use the word "email" or "e-mail" when it's electronic.Addressing the Letter to SomeoneWhen you start an email, you should address it to a person or people, and the most common word to use is "Dear". The word "Dear" does not represent a person or people so don't say "Dears", you should simply connect it to the person's name:Dear Jason,Dear Mr. Miller,Dear Team,Dear Staff,In the examples above you can see that if we use Mr. or Ms., we connect it to the family name (Miller), not the first name (Jason). It would be incorrect to say "Mr. Jason". You can also notice that there is a comma after this addressing statement. After you address it to someone, you should leave a blank line and then start the email:I would like to notify you about...If you want to be more casual, you can use the word "hello" and to be even more casual you can just say "hi", so it becomes "Hello Jason" or "Hi Jason". Do not use the person's last name without using "Mr." or "Ms." (you can use "Mrs." for a woman if she's married):Hello Miller (incorrect)Hello Mr. Miller (correct)Hello Jason (correct)Starting the Email WarmlyIf you want to be polite and warm at the beginning of the email, you can use one of the phrases below. It's more common to use this when you already know the person.I hope you are doing welI hope this email finds you welI hope that you're having a good week/weekendClick Here For More Free LessonsResponding to Another Person's EmailIf your email is a reply to another person's email, you can use one of the phrases below depending on why they contacted you:It's great to hear from you (if it's been a long time since you've been in contact)Thank you for reaching out to me (if someone you know contacts you for information or help)Thank you for your inquiry (if someone you don't know asks for information - more formal)I appreciate you bringing this to my attention (if someone notifies you of a problem)Explaining the Purpose for the DocumentWhen you want to tell the reader the reason why you are writing this email to them, you can use the phrases below. Be careful about the form of the verb (ex. do/to do/doing) as this is necessary for it to be grammatically correct and sometimes the verb is in different form depending on which phrase you're using:The purpose of my email is (to request) - sounds formal and professionalI'm writing (to inform you about...) - a little more relaxedI'm writing this email because... - giving a past reason for the emailI would like (to notify you about...) - politeI would like to take this opportunity (to congratulate you) - usually for a warm messageIf you want to tell the reader what this sentence or paragraph is about, you can use the following prepositions to introduce the topic instead of using "about":With regard to (something),...With respect to (something)...Regarding (something)...Concerning (something),...Note that this is not a complete sentence because it is just a preposition and a noun (like saying "about tomorrow's meeting") so you need to continue this sentence and write the main clause.Concerning tomorrow's meeting, we will need eight tables and fifty chairs.Ending an Email with a Final MessageThe most common final sentences are below, and choosing the sentence will depend on the context of the email that you are writing:I look forward to your reply (when you want someone to respond to you)Don't hesitate to ask me if you have any questions or concerns (when the reader might disagree with the content of the email or have questions about it)Please get back to me as soon as you can (more casual to get a quick response)Have a great day/evening/week/weekend (simple and nice)Click Here To Learn Vocabulary Through My PodcastWhen you want to add your name at the end of the email, there are a few phrases that you can use. The list below goes from the most formal (at the top) to the most relaxed/informal.Yours faithfully / Yours sincerelyFaithfully / SincerelyBest RegardsRegardsInterestingly, a study was done about which endings get the most positive response and it was discovered that simply saying "Thanks" at the end of the email gets the best response. It's a good idea to use this phrase when you have asked someone to do something in the email or if they are going to take some action based on what you have told them. When you put your name, leave a blank space between the phrase and your name:If it's someone that you already know and "thanks" doesn't seem to fit the context, you can also end by saying "have a good day/evening/week/weekend":If you want to quickly and easily learn 200 common idioms and phrasal verbsfor Business English, read my book "The Most Common Business Idioms & Phrasal Verbs". You can find it by clicking the link below!Business Idioms and Phrasal VerbsWrite a phrase to do the following things in an email:You want to address a letter to an important woman named "Sarah Johnson".You want to start your email warmlyYou want to respond to an email you received (in this email the person asked you for information)You want to say that the main purpose of your letter (the main reason is to request vacation from your job)You want to introduce a new topic (the topic is "the delivery fee")You want to end the message politely and say that you want a replyYou want to add your name formally and politelyDear Ms. Johnson, (or if you know she is married you can say "Dear Mrs. Johnson")I hope you are doing well / I hope this email finds you well / I hope you're having a good weekThank you for your inquiry / Thank you for reaching out to me (more informal)I'm writing this email to request vacation / The purpose of my email is to request vacation / I would like to request vacationWith regard to the delivery fee... / With respect to the delivery fee... / Regarding the delivery fee... / Concerning the delivery fee...I look forward to your reply / Please get back to me as soon as you can (more informal)Yours faithfully / Yours sincerely / ThanksAre you looking for tips on how to write better emails? In this article, well discuss email phrases that you should be using in your business emails.By following these guidelines, youll be able to create messages that are clear and concise and more likely to get a response! One of the most important aspects of email communication is knowing what phrases to use and what phrases to avoid.Do you find yourself writing the same opening line, body lines, and closing lines over and over again? Fortunately, there are tons of email phrases out there that can help make your business emails more varied while improving their quality.100+ Email Phrases to help you Communicate Better1. Email Opening Lines you Should useBe friendly and social:These words can be used as your email opening words to make you more friendly and social.Enjoy your weekend?I hope you enjoyed your trip.We hope you had the time away you needed!I hope all is well with you.We hope you have a wonderful holiday season.I hope you had a great time at [insert event].It was a pleasure to meet you at the convention.It was great to see you [insert time].What is the purpose of this email?Lets get to the bottom of it. Why are you writing this email?I wanted to thank you for yesterdays presentation. It was very informative and everyone enjoyed it. We look forward to attending the next event together.This email is in regards to/regarding/concerning/in connection withI am writing to you to follow up and get your thoughts on our last interaction.Please get in touch with me to [reason]Why am I reaching out?This email is to inform you [reason]Hello, my name is [Your Name] and I am from [Your Company].How to reply:I just got received your request forI just went through your email aboutAs per our discussion, I would like to send youThank you for your previous email about It was great to know.Thanks for writing to us this morning/yesterday/on Wednesday/last monthThank you for sending us feedback on/your invitation/your suggestion. It is greatly appreciated.Thank you for sending/asking about/attending.Thank you for replying so quickly.Thank you for responding so quickly.Thank you for your response.How to apologize?Sorry for replying so late.Sorry, it took me longer than usual to get back to you.I am sorry for my late response.Sorry, it has been a while since my last email.I was sorry to hear about it Please accept my apologies/condolences.We deeply regret any inconveniences caused. Please accept our apology.2. What to Include in the Body of the EmailHow to talk about attachments and information?With this email,Ive attachedPlease find [file] attached to this email.I have enclosed [file].The changes made are in bold/in red/in blue are my comments/.Please go through the attached file and review it.The file I have sent is a pdf file.The contents of the attached file arePlease sign the attached form and send it back to us by [date].As discussed, heres the [document].I have attached [file].Please tgo through at the attached file.Please check the [file] Ive attached to this email.I am attaching [file].Please visit www.talaera.com for more information.Please make a note thatRequests and inquiries:Could you please?Kindly tell me?Id really appreciate it if youId be highly grateful if youIf you could send us/me, it would be of great help.If possible, Id like to know (more) aboutPlease find my two main questions below.How to ask for clarifications:Sorry I didnt understand it fully. Could you please explain that again?I didnt quite get it. Could you be more specific?Could you repeat what you said about?Could you give us some more details on?I would really appreciate if you could shed some light on this topic.Could you please clarify[something]?What are your expectations? When do you wish to have this feature?Please find the details onCould you please let us know what you would like us to do about?If I am not mistaken, you would like me toWhat do you mean by [something]?Could you explain it to me again?In other words, you would want us to?Sharing information:Use these helpful phrases when you are sharing information to someone or when they have already told you.Thank you for keeping me in the know.Thank you for notifying me.Please take a noteJust to remind youJust a quick/friendly reminder thatThank you for sharing.Id like to inform you thatJust a quick heads up.Thanks for keeping me in the loop.Please keep me informed/posted/updated/in the loop.How to get and give approval?Is it OK with you? Please let me know.What do you think about this?What are your views?Please let me know your views.We are just waiting for your thumbs up/green light. (=were waiting for approval).You (totally) have the go-ahead.He approved it, so you can start working on the project.How to schedule via email:If it is comfortable for you, Id like to schedule a meeting on [day].I am available on [day], is that convenient for you?Would you be available/free on[day]? If so, Ill send you an invite shortly.Is [day] feasible for you? If so, Ill book accordingly.Im afraid I wont be able to make it on[day].How about?We are sorry to inform you that the interview/meeting scheduled for [day] will have to be rescheduled. Please accept our apologies.How to give bad news on email:Unfortunately, Unfortunately, we cannot/we are unable to Unfortunately, I have to inform you thatIm afraid that we wont be..I regret to inform you that (because of) After careful consideration, we have taken a decision to not to Due to [reason], it seems unlikely to..Its against company rules toI put in my best efforts, butDespite putting in my best efforts, Im sorry but its not in my domainIm afraid it is not possible for me to..I regret to tell you that3. How to End the Email?When the response is expected:The next time you need to text someone and dont know what to say, try one of these lines: -Do you want a reply? -Are we meeting soon? And my personal favorites closing lines areLooking forward to your reply.I look forward to your reply soon.See you on Thursday/next week.Thanks you so much.Thank you in advance.Thank you for everything.Cheers.Any feedback you can give me on this would be greatly/highly/much appreciated.If you could have it ready by tomorrow/the end of next week, I would really appreciate it.I would appreciate your help in this matter.How to offer help or information:I hope this is of your help.I hope it is clear to you now.I hope we have answered all your questions.If you need any additional assistance, please let us know..If you need any help, please let me know.For more detailsIf you need any more information in the meantime, please dont hesitate to contact us.If you need more information, please dont hesitate to contact us.Please let me know if theres anything Ive said that doesnt make sense. I want to be sure you have all the information you need to make a decision.How to apologize (again!):Thank you for your understanding/for your patience.Thanks again for your understanding/for your patience.We apologize for any inconvenience caused.Is this okay with you?I am confident that we can find a solution to this problem soon.I trust that you can understand.Thank you for reaching out to me. I wish I could have been more helpful.What are some friendly ways to say bye:Best.Best wishes.Best of luck.Welcome, everyone!Have a great day!7 Email Apps to Supercharge Your Email CommunicationThere are many email writing apps and plugins that make it easier to draft an effective sales email. Here are 7 of the best email Apps to help you improve your email communications.1. Right InboxEmail signatures are essential to any professional email. With Right Inbox, you can have a polished and detailed signature in seconds by including your name, role and company information with other details like social media buttons or logos. Right Inbox allows you to switch between multiple signatures as well.2. GrammarlyWhether you are looking to write a quick email or an essay, Grammarly can help. The plugin will keep your emails grammatically perfect and easy to understand while also detecting the tone of what youre writing so that people dont misunderstand it.3. CrystalCrystal is a Google Chrome plugin that analyzes your email recipients personality and then determines the best tone for you to use. It does this by analyzing existing online data about them, so it can be confident in its decision.4. CharlieEmail is a difficult medium to use, especially when youre trying to make connections with people. Thankfully, Charlie does the research for us by finding out whats going on in our recipients life and we can send them an email that sounds like it was written just for them.5. Just Not SorryLanguage like sorry and phrases such as I might be wrong can compromise your authority in an email. Just Not Sorry flags these words to make sure you dont overuse them when sending a message.6. BriskineWhen you write the same email over and over, it can be really tedious. You have to format all of your paragraphs in a specific way just so that theyre different enough for each recipient but still convey the same message.Briskine templatizes emails by creating preset formats that are available with one keystrokeyou dont even need to think about formatting.7. GmailGmail offers predictive text that can help you write emails in less time and maintain a natural tone to your email.The system also makes it easy to add documents or images into your message- just click and drag them from your computer straight into the body with no hassle.ConclusionEmail communication can be a great way to stay in touch with your customers and keep them updated on your latest products or services. However, if youre not careful, it can also be a great way to annoy people!By using the right email phrases, youll be able to make messages that are clear and concise and more likely to get a response!Paola PascualJan 9, 20228 min readUpdated: May 22Writing business emails can eat up a lot of time, especially when English isn't your first language. The good news? You dont need to start from scratch every time. In this post, youll find 150+ ready-to-use email phrases for every situation: opening lines, body messages, and closing statements. Save time, write faster, and sound more professional. Bonus: Download our free Professional Email Writing Guide packed with:Psychology-backed tips to boost response ratesReady-made templatesExamples of common mistakesSmart tricks to avoid miscommunicationWriting professional emails doesn't have to feel like a chore. Whether you're a non-native speaker or just want to level up your communication, this guide will help you:Make your emails more natural and varied. Say goodbye to robotic or repetitive language. Youll get fresh alternatives to common phrases so your emails feel more human and engaging.Avoid awkward translations. No more copy-pasting from Google Translate. Use phrases that native speakers actually say, with confidence that theyre clear and appropriate.Get replies faster. The right words lead to action. These phrases are designed to make your requests more effective and improve your chances of getting timely responses.Improve your professional English. Learn real-world expressions used in international workplaces. With regular use, youll build vocabulary, tone awareness, and confidence.Before we begin, below is a quick template you can use for your professional emails. Following a standardized email template, along with a few simple email tips, will help your readers follow your message with ease. Business email messages should be structured and to the point. The clearer your email is, the more likely your readers will act on it. Heres a simple email writing format you can adopt:GreetingOpening line: Be polite or get to the pointBody: Give context, ask clearly, share infoClosing line: Summarize, offer help, or request a replySign-off: Keep it professional (or friendly, if needed)If you are looking for ideas for your email opening and email greetings, here you have different types of opening sentences.An email starting line will help you sound more friendly and social. I hope this email finds you well should be the opening phrase in emails But not always. Here are some alternative email greeting lines:I hope this email finds you well.I hope you had a good weekend.I hope you had a great trip.Hope you had a nice break.I hope you are well.I hope all is well.Hope youre enjoying your holiday.I hope you enjoyed the event.Im glad we had a chance to chat at the convention.It was great to see you on Thursday.It was a pleasure to meet you yesterday.Tell them why youre writing this email.I am writing to you about our last meeting/your presentation yesterday/our next event.I am writing to you with regards to/regarding/concerning/in connection withI am writing to ask/enquire/let you know/confirm/check/invite you to/to update you on/ask for a favorI am writing you to follow up onI am contacting you to informI am reaching out becauseThis is just a quick note toThis is just a quick reminderI wanted to let you know thatMight I take a moment of your time to (very formal)Its [Your Name] from [Your Company].This email is just to let you know thatI just got your request forI just read your email aboutAs we discussed, I would like to send youThank you for your email aboutThanks for your email this morning/yesterday/on Wednesday/last monthThanks for your feedback on/your invitation/your suggestionThanks for sending/asking about/attendingThanks for your quick reply.Thanks for getting back to me so quickly.Thank you for reaching out (to me).Sorry for my late reply.Sorry that it took me so long to get back to you.I apologize for the late response.Sorry its been so long since my last email.I was sorry to hear aboutPlease accept our apologies for any inconvenience caused.Keep reading: How To Start An Email 45 Great Ways To Do ItIve attachedPlease find [file] attached.Im enclosing[file].Please see the information below for more details aboutThe parts in bold/in red/in blue are my comments/are the changes we made.Heres the document that you asked for,Ive attached[file]for your review.Im sending you[file]as a pdf file.The attached file containsCould you please sign the attached form and send it back to us by [date]?Heres the[document]we discussed.[file]is attached.Please take a look at the attached file.Take a look at the [file] Ive attached to this email.Ive attached[file].More information is available at www.talaera.com.Please note thatCould you please?Could you possibly tell me?Can you please fill out this form?Id really appreciate it if you couldIt would be very grateful if you couldIt would be very helpful if you could send us/meI was wondering if you could/if you would be able toIf possible, Id like to know (more) aboutPlease find my two main questions below.I didnt/dont fully understand [something]. Could you please explain that again?I didnt quite get your point about[something]. Could you be more specific?Could you repeat what you said about?Could you give us some more details on?If you could please shed some light on this topic, I would really appreciate it.Could you please clarify[something]?Could you please clarify when you would like us to finish this?When exactly are you expecting to have this feature? Here are the details onCould you please clarify what you would like us to do about? If I understood you correctly, you would like me to What exactly do you mean by[something]? Could you explain what you mean by[something]?In other words, would you like us toUse these helpful phrases when you need to give orreceivesome information (or when you have already done so).Thank you for letting me know.Thank you for the heads up.Thank you for the notice.Please noteQuick reminderJust a quick/friendly reminder thatThank you for sharing.Id like to inform you thatJust a quick heads up Thanks for keeping me in the loop.Please keep me informed/posted/updated/in the loop.If youre looking for a few 'please let me know' synonyms, this section will help.Please let me know if this is OK with you.Please let me know what you think.What are your thoughts (on this)?What do you think?We just need the thumbs up/the green light. (=were waiting for approval)You (totally) have the green light!Please guide me in this regard.He approved of it, so you can go ahead with the project.Id like to schedule a meeting on [day] if you are available/free then.I am available on [day], if thats convenient for you.Would you be available on[day]? If so, Ill send you an invite shortly.Can you make it on [day]? If so, Ill book accordingly.Im afraid I cant make it on[day].How about?(Due to) Im afraid we need to reschedule/delay/postpone/put back/cancel/call off/move/rearrange our meeting.We are sorry to inform you that the interview/meeting scheduled for [day] will have to be rescheduled.Unfortunately, Unfortunately, we cannot/we are unable to Im afraid it will not be possible toUnfortunately, I have to tell you thatIm afraid that we cantWe regret to inform you thatI regret to inform you that (due to) After careful consideration, we have decided (not) to Due to [reason], it wont be possible toIts against company policy toI tried my best, butDespite my best efforts, I cant see howIm sorry but its out of my hands.Im afraid I wont be able toIm sorry to tell you thatDo you need a reply? Are you asking for a favor? These sentences are perfect for those moments!Looking forward to hearing from you soon.I look forward to hearing from you soon.Please let me know if this works/if you are available/if that sounds good/if you can/if you can help/if you need to rescheduleI look forward to seeing/meeting you.See you on Thursday/next week.Thanks.Thank you in advance.Thank you for everything.Cheers.Any feedback you can give me on this would be greatly/highly/much appreciated.If you could have it ready by tomorrow/the end of next week, I would really appreciate it.I would appreciate your help in this matter.I hope you find this helpful.I hope its clearer now.I hope that answers all your questions.If we can be of any further assistance, please let us know.Let me know if you need any help.For further detailsIf you have any (more) questions (about)In the meantime, if you need any more information,If you need more information/more info/further information,I know thats a lot to take in, so let me know if anything Ive said doesnt make sense. please do not hesitate to contact me. please feel free to contact me/to get in touch. please let me know. drop me an email/drop me a line.Thank you for your understanding/for your patience.Thanks again for your understanding/for your patience.Once again, please accept our apologies for any inconvenience caused/for the inconvenience caused/for the delay/for the misunderstanding.I hope this is okay with you.I really hope we can find a solution soon.I hope you can understand.Sorry I couldnt be of more help.Best regards,All the best,Best wishes,Cheers, (*common in the UK and Australia, informal in other countries)Have a great weekend!Have a wonderful day! Access our online courses and take your emails to the next level. For any additional information or questions, you can also reach out at hello@talaera.com. Interested in getting the best offers and receiving free content on Business English communication?Subscribe to our newsletterand we will keep you in the loop with offers, free events, and development materials![Article originally posted in December 2018 and updated to ensure you read relevant content.]This is a guest post by Anne Damiecka. Anne is a professor of English for Speakers of Other Languages and co-founder of Worldwide Speak.She has been teaching for over 20 years and holds a masters degree in Linguistics (TESOL). She is dedicated to helping students all over the world improve their English language skills.Two of the most common reasons people send emails are to ask for things and to say thank you. In both of these situations, English speakers use specific phrases to make their emails sound softer and more polite.Without these phrases, it is very easy for an email to sound too direct or even a little aggressive, which is not what you want. Lets look at some simple phrases you can use in request emails and thank you emails to make your message polite and diplomatic.Request Emails: How to BeginIt is more polite if you can begin your email with a greeting and a line of introduction before you make your request. You might use one of these phrases for your greeting:Dear Mr. Fisher,Dear Mike, Good morning,Mike, Hi Mike,After your greeting, it is a good idea to include a line of introduction. For a friend, a co-worker, or someone you know, you might write something like this:I hope you are doing well. I hope you are having a nice summer.For a stranger, it is a good idea to refer to the connection you have with this person.I came across your website as I was searching for music schools. I attended your presentation at the Miami Trade Fair last week. My friend Jesse has been one of your customers for several years, and he recommended that I contact you.Request Emails: Phrases for RequestsWhen you are ready to make your request, here are three phrases you can use to make the request sound polite:Could you or could you please?Could you send me more information about your schedule?Could you please check my grade once more? I think there might be a mistake.Would it be possible to?Would it be possible to change our meeting from 10 to 11?Would it be possible to get more information about your program?I was wondering ifI was wondering if I could change my start time from 8:00 to 9:00 on Friday.I was wondering if you could give Sara a ride to school on Thursday.When your request is not urgent and you dont need the reader to take action right away, it is very polite to communicate this to the reader. Here are two useful phrases you can include when your request is not urgent:When you have a moment/ when you have a chanceWhen you have a chance, could you send me the finished documents? Could you deliver these updates to Mr. Lee when you have a moment?Request Emails: ConcludingFinally, before you finish your request email, it is important to include a quick thank you. Here are some good phrases that you can use:Thank you so much for your help. I really appreciate it.Thank you for your help with this. I appreciate your help.Request Emails: ExamplesHere are two examples of request emails which include these phrases.Dear Dr. Smith,I attended your presentation at the Lone Star conference last week, and I really enjoyed it. Would it be possible for you to send me a link to the presentation? Thank you so much.Best regards,Anne Good morning Ms. Powell,I hope you are doing well. Thank you for your help last week on the cost estimate. Could you send me the finished document when you have a chance? I really appreciate it.Warm regards,WendyThank You Emails When you are writing a thank you email, you can begin your email immediately by saying thank you. Then, in order to make your email sound more polite, you should include some additional sentences.You can repeat the idea of thank you using different words, and you can also express why the gift or action is important to you or how you are using it. You can even offer to return the favor. In other words, you can offer to do something nice in the future for the person who did something nice for you.Basic Thank You StructureNotice that the preposition for follows the words thank you.Thank you for dinner last night.Thank you for the flowers.Thank you for the invitation.If you are thanking someone for an action, the verb will be in the gerund (-ing) form.Thank you for lending me your car.Thank you for taking care of my house.Thank you for sending me the documents I needed.More Ways to Express Thanks in E-MailsAfter you have said thank you, it is important to add a few more sentences. Your email doesnt need to be very long, but if you can say thank you in a few different ways, your email will sound more polite. You might use one of these phrases, depending on the situation and what you are saying thank you for.I really appreciate it.I am very grateful for your help.I really enjoyed it.It was a big help.That was a wonderful surprise.We had a great time.It was so kind of you to think of me.That was very generous of you.It would not have been possible without your help.You may offer to return the favor, which means that you can offer to do something for this person in the future. Here you might say:If there is ever anything I can do for you, please let me know.Thank You Emails: ExamplesDear Mark,Thank you for letting me borrow your car yesterday. It made it so much easier for me to move my furniture to my new apartment. I really appreciate it, and Im grateful for your help. Thank you again, and I hope you have a wonderful day.Anne Dear Jamie,Thank you so much for the flowers that you sent for my birthday. They were such a nice surprise, and they look beautiful in my living room. It was so thoughtful of you to remember my birthday. You really brightened my day! Thank you again for thinking of me.Best wishes,AnneLearn more:20 ways to say thank you10 phrases for responding to thank you Writing emails in English can feel challenging, especially when trying to sound professional.Lets explore common phrases and structures to help you write clear, effective emails in English!Basic Email Parts Opening GreetingsDear Mr./Ms./Mrs. [Last Name]Hello [First Name]Hi [Name]Good morning/afternoonTo whom it may concernClosing PhrasesBest regardsKind regardsSincerelyBest wishesThanksRegardsCommon Email Expressions Starting Your EmailExample 1:I hope this email finds you well.I am writing to inquire aboutMaking RequestsExample 2:Would it be possible toI would appreciate it if you couldShowing AppreciationExample 3:Thank you for your prompt response.I appreciate your help with this matter.Email Examples Subject: Meeting Time ConfirmationDear John,I hope youre doing well.Im writing to confirm the time for tomorrows meeting.Could you please let me know if 2 PM still works for you?Thank you in advance.Best regards,SarahFollowing UpSubject: Following Up on Project ProposalHi Lisa,I trust youre having a good week.Im following up on the project proposal I sent last Tuesday.Please let me know if you need any additional information.Kind regards,MichaelGrammar Points could + verbExample: Could you please send me the file?would + verbExample: Would you mind reviewing this?might + verbExample: Might you have time tomorrow?Common Mistakes Incorrect: I wait for your reply.Correct: I look forward to your reply.Incorrect: Please response when possible.Correct: Please respond when possible.Situational Phrases Making Polite RequestsI was wondering ifWould it be possible toIf convenientFollowing UpJust checking in aboutI wanted to follow up onTouching base regardingLevel of Formality Formal ExpressionsI am writing to inform youPlease find attachedI look forward to hearing from you.Semi-Formal ExpressionsJust wanted to let you knowHeres what you requestedLet me know if you need anything else.Email Structure Tips Keep them clear and conciseInclude key informationUse relevant keywordsBody TextUse short paragraphsInclude one main idea per paragraphBe direct but politeTime Expressions Useful Deadline Phrasesby the end of the weekat your earliest convenienceas soon as possibleby [specific date]Cultural Notes Politeness LevelsAmerican emails tend to be more directBritish emails often use more modifiersAlways err on the side of formality Remember these key points for effective email writing:Choose appropriate greetings and closingsUse clear, polite languageStructure your email logicallyProofread before sendingPractice these phrases to write professional emails with confidence!Key Points to RememberStart with a clear greetingState your purpose earlyEnd with a polite closingKeep the tone professional but friendlyUse these expressions to write clear, effective emails in English! Top recommendation: The quickest English learners I know all use natural immersion methods. That's exactly what sites like secret2english.com do with their real conversation videos. Nothing beats conversational immersion for rapid English improvement. The way we write emails reflects our professionalism and leaves a lasting impression on recipients and it influences our business environment. Crafting well-written business emails with the right words and phrases is crucial to conveying a polished and respectful tone. This article aims to be your ultimate guide, providing a comprehensive list of 30 professional words and business email phrases to elevate your email writing skills, enhance business communication effectiveness, and foster strong relationships in the corporate world.Greetings and OpeningsWhen it comes to writing professional emails, the first sentence is crucial. It sets the tone for the entire message. Crafting a strong opening can entice the reader to continue reading and engage with the content. One way to do this is, to begin with a question that piques their interest. Alternatively, you could start with a bold statement that captures their attention. Whatever approach you take to opening lines up, remember that the first impression matters and can greatly impact the success of your email. Therefore, it is important to spend time crafting a compelling opening that will leave a lasting impression on your readers.When addressing various professional situations, it is advisable to use these formal greetings opening phrases and openings:Dear [Recipients Name],Good morning/afternoon,I hope this email finds you well,Trust this email meets you in good health,I am writing to you today to discuss [topic].Expressing Appreciation and GratitudeShowing gratitude is an incredibly powerful tool that can be used to build meaningful connections and establish a sense of rapport between individuals. By demonstrating appreciation for the efforts of others, we are able to create a sense of mutual respect and understanding that can help to foster positive relationships both in personal and professional settings. Therefore, thank you in advance everyone, it is important to take the time to recognize and acknowledge the contributions of others.Express thanks and appreciation professionally with phrases like:Thank you for your prompt response,Your hard work and dedication are truly commendable,I appreciate your valuable insights on [topic],Many thanks for your continuous support,I am grateful for the opportunity to collaborate with you.Making Requests and InquiriesWhen making requests or seeking information, it is important to always use polite and courteous language. This not only helps to establish a positive rapport with the person you are communicating with, but it also demonstrates your professionalism and respect for their time and expertise. One way to ensure that you are using the most appropriate language is to take the time to consider your audience and tailor your communication style accordingly. For instance, if you are addressing someone who is senior to you in rank or experience, you may want to use more formal language and avoid slang or jargon. On the other hand, if you are communicating with someone who is more junior or less experienced than you, you may want to adopt a more relaxed and conversational tone. Whatever the situation, remember that clear communication and mutual respect are key to building strong and effective relationships, both personally and professionally.Here are some examples:Would you be able to assist with [request]?I kindly request your expertise on [subject line],May I inquire about [topic]?I would be grateful if you could provide more further details about [subject],If possible, could you please send me [information]?Providing Information and UpdatesEffective communication is essential in both personal and professional interactions. One of the most important skills in communication is the ability to convey information clearly and concisely, but this is not always easy. Sometimes, additional context or background information is necessary to ensure that the message is fully understood. In fact, providing too little information can sometimes be just as detrimental to effective communication as providing too much. Therefore, it is important to strike a balance between brevity and completeness when conveying information. Additionally, choosing the appropriate medium for communication can also play a significant role in ensuring that the message is received and understood as intended meaning. This might include selecting the right tone, format, or channel for the message, depending on the audience and purpose of the communication. By using professional words for email writing and taking these factors into consideration, one can improve the chances of effective communication and ensure that the intended message is received and understood by the audience.Utilize these phrases:I would like to update you on the progress of [project],Please find attached the report detailing [topic],Allow me to share some exciting news about [development],Heres a summary of the key points discussed during the meeting,Feel free to reach out if you require any further information.Handling Delicate SituationsWhen it comes to managing sensitive situations, its important to strike a balance between professionalism and empathy. While maintaining a professional demeanor is crucial for establishing credibility and building trust, showing empathy and understanding can help foster positive relationships. One way to navigate delicate matters is to actively listen to the other persons needs and perspective and to respond in a respectful and compassionate manner. Additionally, taking the time to acknowledge and validate the other persons feelings can go a long way in diffusing tensions and resolving conflicts just a quick note. Ultimately, by approaching sensitive situations with a combination of professionalism and empathy, individuals can build stronger, more positive relationships both personally and professionally.Consider these phrases:I understand your concerns and will do my best to address them,Your feedback is valuable, and I appreciate your honesty,Lets work together to find a suitable solution for [issue],Please know that I am here to support you during this challenging time,Your contribution is invaluable, and well take your input into careful consideration.Greatly appreciatedClosing and SignaturesIts important to pay attention to how you end a professional email. A proper ending to the last email can reinforce your credibility and professionalism, leaving a lasting impression on the recipient. One way to do this is to include a closing statement that highlights your appreciation for the recipients time and attention. Another option is to summarize the key points of the email and encourage the recipient to take action. Whatever approach you take, make sure to always end your email on a positive note to leave a lasting impression on the recipient.Choose from these formal closings:Best regards,Sincerely,Looking forward to your response,Warmest regards.Words matter in business communicationEffective email communication is a pillar of success in the business world. By using appropriate words and phrases, you can leave a positive impact and build strong professional relationships. Remember to express appreciation sincerely, handle delicate matters with empathy, and maintain a polite tone when making requests or sharing information.Incorporate the 30 professional words and phrases provided in this article to conquer challenges in your email writing. Clear communication and courteous language will distinguish you as a competent and respectful professional, leading to fruitful collaborations and business endeavors.You can save these tips and phrases in a PDF file and use them in your marketing strategies. Remember, your words have the power to open doors and create opportunities. Enhance your business email communication starting today! Do you take too long writing English emails at work? Do you wish you could write emails in English quicker so that you can dedicate more time to other tasks? Email has become an inevitable part of everyday life. And for non-natives, writing English emails quickly and correctly can be challenging, due to time constraints and little margin for error. English emails for work dont always have to be formal, but they do have to be professional. Which means being objective, polite, and accurate with spelling and grammar. In this article, we will explore the main challenges non-native speakers face with English emails, and how to overcome these challenges by taking advantage of stock expressions. There are 3 common challenges non-native speakers face when writing English emails: 1. The introduction taking too long to start the email and express the reason why you are writing. 2. Sentence structure choosing the right expression for certain functions, (opening phrases, clarification, updates, closing phrase, etc), and structuring these phrases correctly. 3. Writing with the correct degree of formality formal, semi-formal, or informal. While there is no magic formula for writing quick and correct English emails, having a collection of stock expressions or templates speeds up the process and reduces mistakes. I recommend saving a list of email expressions divided into topics and functions on your computer or in the Cloud, such as Google Drive. When you have to write an English email, simply copy and paste the expressions aligned with what you want to say. Then adapt them to personalize your message. Heres an example: Email with stock expressions: Dear (opening phrase) I am writing in reference to. (Expressing reason for writing) As agreed, we will schedule the XYZ delivery between (expression for confirming) If you have any questions or concerns, dont hesitate to let me know. (Expression for closing) Best regards, (Expression for ending) Edited email: Dear Andrew, I am writing in reference to the delivery in Shanghai next month. As agreed, we will schedule the iron ore delivery between 8 and 12 pm, on 5th June. If you have any questions or concerns, dont hesitate to let me know. Best regards, Fernando To help you start building your stock expressions, Im giving you 67 expressions that you can copy, paste, and adapt to your emails. For better organization, you will find the 67 expressions categorized by topics. Topics are divided by the beginning, middle, and end sections of an email. Within each topic, the expressions are in order of formality (1st more formal. Last more informal). All expressions are suitable to use in a work/business context. Opening the email 1. To whom it may concern:(Use a colon after this phrase. Not a comma.)2. Dear Sir/Madam,3. Dear John,4. Hi John, Thanking the recipient 5. Thank you for your prompt reply.6. Thanks for your email.7. Thanks for the update.8. Thanks for getting back to me. Reasons for writing 9. I am writing with regard to my purchase of / to the complaint you made yesterday.10. I am writing to apply for the position of / to ask for further information about11. I am writing to inquire about (note: inquire is more common in American English)12. I am writing in reference to13. Just a quick note to tell you that14. I wanted to let you know that / tell you about / ask you if Check out these other posts about improving your English: 5 Recommended Apps for English Learners with Intermediate to Advanced Levels 5 Phrases to Avoid for Confident Spoken English 6 ways to Use the Present Perfect Tense in Business Situations Requesting information 15. I would greatly appreciate it if you could provide me with ABC as it will help me in the report I am writing for XYZ.16. Could you kindly let me know whether you can send?17. This is just a friendly reminder to ask you to send18. Could you please send me?19. Could you send me?20. Is there any chance you could send me? Status updates 21. The purpose of this email is to update you on the status of the packaging for your product22. I am pleased to inform you that your order is ready.23. Im contacting you regarding the analyst position24. Im writing to let you know about sales results for this quarter25. I wanted to update you on26. I have some information for you about Apologizing 27. We would like to apologize for any inconvenience caused.28. Please accept our apologies for29. We are extremely sorry for30. Im afraid I will not be able to attend the opening day due to31. Apologies for taking a long time to get back to you.32. Im sorry for the delay.33. Im sorry, but I cant make it to the meeting. Asking for clarification 34. Im afraid I dont understand what you mean by XYZ. Could you please provide more details?35. Regarding the new proposal, are you saying that we should omit the free add-ons?36. Thanks for the email, David. I understand ABC, but could you please clarify what you mean concerning XYZ?37. Everythings clear on ABC, but youve lost me on XYZ. Any additional information would be greatly appreciated. Confirming 38. As agreed, we will schedule the XYZ delivery between 9 and 11 am.39. Im just writing to confirm the time of our meeting Praising Performance 40. Thank you very much for taking the initiative to find a solution to the problem.41. You can take pride in the work you have put into this project.42. You have made a great contribution to the project.43. The design work you did for the site was outstanding. Congratulating somebody on a new job or position 44. I hear congratulations are in order.45. I just heard you got the Managers job. Congratulations on the new position.46. Congratulations on getting the new Manager position.47. Well done for getting promoted. Good luck wishes 48. Id like to wish you all the best for49. I hope everything goes well with50. Good luck with Closing remarks 51. I would appreciate your immediate attention to this matter.52. If you require any further information, feel free to contact me.53. If you have any questions or concerns, dont hesitate to let me know.54. I look forward to hearing from you soon.55. I look forward to meeting you again next week.56. Please let me know if you have any questions.57. Let me know if you need anything else. Ending the email 58. Sincerely,59. Regards,60. Best regards,61. Kind regards,62. Warm regards,63. Best wishes,64. All the best,65. Best,66. Thank you,67. Cheers, (Very informal) Tip #1 Use Grammarly If you feel insecure about writing English emails, I recommend Grammarly. This is the worlds most accurate grammar checker. Its an automated grammar editing tool that checks for 250+ types of common and advanced English grammar rules. Widely used by students of all levels, business professionals, writers/editors, teachers/educators, job seekers, and English language learners. Click herefor a free account. Tip #2 Store old emails You probably write a large chunk of emails with a similar purpose. Therefore, it makes sense to store your emails in an organized way for future use. When you need to write a related email, just copy, paste, and adapt, which will save you time. Tip #3 Keep on building your stock expressions You will frequently come across new expressions, particularly when receiving emails from other people. If you see a phrase that you think you could use in the future, copy it to your stock list. And if youre saying to yourself I want to actually know these common email expressions. I dont want to just copy and paste them. Well, this is a fair point because you should be constantly improving your email writing. Another advantage of using stock expressions is the more you see and use them, the more likely you will remember them. Using stock expressions also helps you to avoid getting into bad writing habits. Often non-native speakers write similar kinds of emails, using the same incorrect phrases, without realizing they are writing in the wrong way. This is how bad writing habits are formed. If you are looking to write more professional and faster emails, having a list of stock expressions will help you achieve this. Take action now and start building your stock expressions today. Tags business EnglishEnglish emailsVocabulary Writing professional emails in English doesnt have to be hard if you know the right phrases. Whether youre requesting information, following up, apologizing, or closing an email, using business English phrases for emails can help you sound polite, confident, and professional.In this post, youll find over 100 useful phrases you can use right away. Bookmark this list and come back anytime you need to write an email!Here are 100+ Business English Phrases for Emails:Dear Mr./Ms. [Last Name]Dear [First Name]Hello [First Name]Hi [First Name]To whom it may concernI hope you are well.I hope this email finds you well.I hope youre having a great day/week.Thank you for your email.Thank you for getting back to me.Thank you for your prompt