

WIE MAN EINE (PERFEKTE) GESCHÄFTLICHE E-MAIL AUF ENGLISCH SCHREIBT

+ Kostenlose Beispielsätze zum
Kopieren





How to write a (perfect) business email

+ Free ready-to-use sentences

Follow this format:

- 1- Subject
- 2- Greeting
- 3- Body
- 4- Closing
- 5- Sign-off

→ Be formal, polite, and direct.

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1- SUBJECT

→ Use keywords, stay brief and precise

EXAMPLES:

- RECRUITMENT MEETING ON [DATE] AT [TIME]
- Congrats on the new role at [_____]
- Thank You Note
- Receptionist Resume: (NAME)
- URGENT: social media password request
- Private invitation - Company's 21st birthday party
- Enjoyed your interview on [_____]
- Quick questions about your new catalog
- Helping your team accomplish [_____]
- Return Contract By Thursday
- May Invoice Attached (NAME)
- Vacation in August
- Reminder about your appointment with me: (DATE/TIME)
- Quick call to discuss topics for the next meeting?
- Staff Meeting Confirmation



2- GREETING

EXAMPLES:

- Dear Sir/Madam
- Dear Mr./ Ms./ Dr./ Professor + family name
- Dear recruiting manager
- Dear recruiter
- Dear (company name)
- Dear (Job title)
- Dear (Department or team)
- Dear Customer Service Team
- Dear colleagues team
- Dear (company name)
- To: All faculty members/ To: New recruits/ To: All members/ To: The [NAME] team



3- BODY

EXAMPLES:

OPENING SENTENCES

- I hope this email finds you well.
- I hope you are having a great (day/week).
- Allow me to briefly introduce myself.
- My name is [_____], and I'm contacting you from [_____]. I'm the [job title] at [company name], and I am interested in learning more about your business.
- It was my great pleasure to meet you (at the conference / at yesterday's meeting / last week).
- I/ We would like to inform you that...
- I'm contacting you about...



- I am contacting you from [company name] with some details of (exclusive new offers)
- I am contacting you to invite you to my event (...)
- As promised/ As we discussed, I'm writing to send you...
- I'm writing to you about... (the meeting next week/ your latest model/ your presentation yesterday)
- I am writing to you with regards to/ in connection with/ concerning...
- I'm writing to... ...ask/ inquire/ request (information about...) / confirm/ check/ inform you/ follow up on/ let you know/ tell you/ thank you/ invite you to/ update you on/ announce that/ ask for a favor/...
- (This is) just a quick note to say...
- I'm leaving (company / city-country) on [date] and would like to invite you to a farewell event being held at [insert details]
- To follow up on my previous email...
- Congratulations on [whatever the person has achieved]!
- It's good to hear from you.
- Thanks for... sending me .../ letting me know about.../ contacting me about.../ attending... / asking (me/us) about.../ informing (me/us).../ giving us feedback on.../ inviting me to.../ talking to me about.../ reaching out to me/us.../ the prompt response.
- Sorry it's been so long since I was last in touch.
- I apologize for my late reply.

To request something / ask for information:

- Could you please/possibly (give me information about)...?
- Would you mind (sending me)...?
- I'd appreciate it if you could...
- It would be very helpful if you could send me/us...
- If possible, I'd like to know (more) about...
- I was wondering if you could/ if you would be able to...
- (First of all) I'd like to know...
- My (main / two / three) questions are below:



To offer help:

- Let me know if you need any help...
- If you need further information...
- If you have any questions/doubts...
- If I can be of any further assistance...
- ...please let me know... / please feel free...
- Please do not hesitate... to contact me / to get in touch.

To make or change arrangements / (Re) schedule:

- (Due to...) I'm afraid we need to delay/ postpone/ put back/ cancel/ call off/ reschedule/ move/ rearrange...(our meeting / arrangement)
- I'd like to meet on... if you are available/ free then.
- I'm available on [date]... , if that is convenient with you.
- I'm afraid I can't make it to... [arrangement]. How about ... [another time / date] instead?

To complain about a service or product:

- I'm afraid I was not (very) happy with...
- Unfortunately, I was not (completely/fully) satisfied with...
- I'm afraid the [name of service or product] was not what I expected.

To Apologize / Reply to complaints:

- I was sorry to hear about...
- (First of all,) I would like to apologize for...
- Please accept our (sincerest) apologies for the inconvenience caused.../ for any inconvenience caused due to...



To give out instructions or demand action:

- Just a (quick/ brief/ friendly) reminder that...
- From now on.../ In the future, please make sure/ ensure that...
- I'd be very grateful if you could take action in the next few days/weeks.

To answer questions:

- The answers to your question are below.
- Please find my answers below.
- You asked us about... Here are some explanations:
- To answer your question about...
- In answer to your first/ second/ third/ last question...

To give a negative response:

- We regret/are sorry to inform/announce that...
- Unfortunately, we cannot/we are unable to ...
- Despite my best efforts, I was unable to...
- I'm afraid it will not be possible to...
- After careful consideration, we have decided (not) to...

To mention attachments:

- I've attached [file's name] for your review.
- I'm sending you (my invoice/ a screenshot / the signed contract...) as a [pdf] file.
- Here's the document you asked for/we discussed.
- Could you please sign the attached document and send it back by [date]?
- (For your reference,) please find the (information/ document/ diagram...) attached.
- Please see the (information/ website/ data...) below (for more details/ for...).
- Here's the [file name] (that I promised/ that you requested/ that I mentioned...).



To share links:

- Please see the information below for more details about...
- More information is available at (website / in page... of our catalog).

To highlight important information:

- Please note that...
- NB:

WRAP-UP SENTENCES:

- (In the meantime,) if you require/need any more information (about/ in order to/ before...)
- If you have any (more) questions / doubts (about...)
- Please do not hesitate / feel free to contact me
- Please get in touch
- Please let me know if (that is acceptable to you/ you are available/ you can help/ you need to reschedule)...
- I look forward to hearing from you (soon).
- Thanks again (for your patience / for your understanding / for all your help / for the info/ for bringing this matter to my attention/ for...)
- Once again, please accept our apologies for any inconvenience caused/ for the inconvenience caused/ for the delay/ for...
- Please keep me informed/posted/updated (about this topic/ the results obtained ...)



4- CLOSING

EXAMPLES:

- (Yours) Sincerely,
- Yours truly, (ideal to combine with "Dear sir" or "Dear madam")
- Respectfully,
- Yours faithfully ,
- Kind regards,
- Best wishes,

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5- SIGN-OFF

- Name
- Title
- Company
- Contact information (phone number, website, address).
- OPTIONAL: Profile picture

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→ PROOFREAD

(once you click the 'send' button, there's no going back!)

- Check that your message is **clear, formal, polite, professional**
- Make sure there are no spelling and grammar mistakes.
- Do not forget any **attachments**.



A (perfect) business email example

(Subject): **Reply to your inquiry**

Dear Mr. Smith,

Thank you for your inquiry about supplying our company with a new broadband internet plan.

Unfortunately, we are currently not in need of replacing our existing broadband. We recently entered a 3 year contract with another provider.

You would be more than welcome to contact us again when our current contract is up for renewal.

Yours sincerely,

Mrs. Crow
Office Manager