



Should business emails be short and to the point? Should they mention personal issues? How to start and finish them? Read on for an example of a simple business email.

Writing a Simple Email

There are many types of emails. Here's a sample of a short business message to a colleague, though we can apply the same structure to almost any message we write.

Concept	Explanation	Sample
Salutation	Title and name	Dear Stan, Dr Rubens, Hi Ted etc.
First line with something relevant	Write something personal	How are you? I hope everything's fine or How did the sales meetings go? or I'm glad to hear you've recovered from your operation.
Core message	What we really want to say	I know that it's a bit early, but we are already working on this year's finishing dates. Please confirm whether they suit you.
Secondary message	Only if necessary	By the way, please remember we'll be holding a meeting next week.
Closing	Say something	Have a lovely weekend or enjoy

nice

the afternoon or good luck with your presentation.

Complimentary close The last line

Best regards, kind regards, best, bye for now, yours, see you etc.

Andrew's advice? Keep emails short and introduce different ideas in different paragraphs.



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