

# Email writing

Formal emails are usually sent to people the writer doesn't know or to people outside the company. Less formal emails are usually sent to people the writer knows and / or colleagues. If you are not sure how formal your email should be, copy the email style of the person who wrote to you, or use a semi-formal style.

The following are some guidelines on how to start and end emails with different levels of formality, along with some common phrases used in emails.

## Formal emails

Formal emails are similar to letters.

Writing to someone when you do not know the name:

### Opening

*Dear Sir or Madam*

*Dear Sir / Madam*

### Closing

*Yours faithfully (UK)*

*Sincerely (US)*

Writing to someone when you know the name:

### Opening

*Dear Mr Thomas*

*Dear Dr Thomas*

*Dear Ms Smith (use for a married / unmarried woman)*

*Dear John Thomas*

### Closing

*Regards*

*Yours sincerely (UK)*

*Sincerely (US)*

### Contractions

When writing formal emails do not use contractions, such as *I'm*, *didn't*, *you'll*, etc.

Formal            *I am writing to ask for some information.*

Informal        *I'm writing to ask for some information.*

## Semi-formal emails

Use semi-formal emails with people you do not know very well. Sometimes it is difficult to know if the email needs to be formal or semi-formal. It is a good idea to copy the email style of the person who writes to you.

### Opening

*Dear John*

*Dear Olivia*

### Closing

*Thanks*

*Best regards*

*Yours*

## Informal emails

In many companies, informal emails are sent between colleagues.

### Opening

*Hi John*

*Hello Olivia*

*Hi (Use Hi or Hello without the person's name.)*

*Hello*

*John (Start the email with the person's first name.)*

*J (In very informal situations, you can write the first letter of the person's name. This is for someone called John.)*

You can also start an informal email with no opening at all.

# Email Writing Oup

**SA Dillow**



## Email Writing Oup:

*English for Emails* Rebecca Chapman, 2007      **Writers' & Artists' Yearbook 2026** Bloomsbury Publishing, 2025-07-17  
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forms by Rob Gittins Pitching your travel ideas by Jen Sim Benson The hybrid author by Simon McLeave The wealth of information is staggering The Times

**Tamil Dalit Feminist Poetics** Pramila Venkateswaran,2024-09-23 This book explores Tamil Dalit feminist poets challenging Tamil literary tradition with poetics that reinvent language form and content They present their radical poems shedding rich insight on the violence of patriarchal and caste supremacy on the Dalit body while affirming Dalit spirituality music culture nature and democracy

**ALT DIS** Christopher L. Schroeder,Helen Fox,Patricia Bizzell,2002 Patricia Bizzell has argued that teachers of composition if they are going to prepare students for success in other classrooms and other contexts cannot afford to ignore alternative forms of discourse that are appearing now in the academy This edited collection of original essays both discusses and at times exemplifies extraordinary examples of just such alternatives discourses that embody new and different forms of intellectual work Together their writings pose and answer some intriguing questions about the use of nonstandard discourse to illustrate unconventional forms of intellectual work role of nonstandard discourse in scholarship from disciplines across the curriculum theoretical complexities of discourses defined as alternative hybrid mixed or constructed relationships among communities discourses and linguistic standards new conditions in composition classrooms made up of more students of English as a foreign language and students using non standard dialects teacher student relationships within the context of alternative forms of intellectual work Using unconventional structures and formats while acknowledging new modes and methods this provocative volume argues eloquently for inclusion of a broader range of expression in academic writing

**Willing's Press Guide** ,2004 Coverage of publications outside the UK and in non English languages expands steadily until in 1991 it occupies enough of the Guide to require publication in parts

*Feminist Periodicals* ,2004

**The School Librarian** ,2005

[Economic and Political Weekly](#) ,2006-07

**Writers' & Artists' Yearbook 2017** Bloomsbury Publishing,2016-07-28 This bestselling guide to all areas of publishing and the media is completely revised and updated every year The Yearbook is packed with advice inspiration and practical guidance on who to contact and how to get published New articles in the 2017 edition on Stronger together writers united by Maggie Gee Life writing telling other people s stories by Duncan Barrett co author of the Sunday Times bestseller GI Brides The how to of writing how to books by Kate Harrison author of the 5 2 Diet titles Self publishing Dos and Dont s by Alison Baverstock The Path to a bestseller by Clare Mackintosh author of the 2015 Let Me Go Getting your lucky break by Claire McGowan Getting your poetry out there by Neil Astley MD and Editor at Bloodaxe Books Selling yourself and your work online by Fig Taylor Then and now becoming a science fiction and fantasy writer Aliette de Bodard Writing spy fiction Mick Herron Making waves online Simon Appleby All articles are reviewed and updated every year Key articles on Copyright Law Tax Publishing Agreements E publishing Publishing news and trends are fully updated every year Plus over 4 000 listings entries on who to contact and how across the media and publishing worlds In short it is Full of useful stuff J K Rowling Foreword to the 2017 edition by Deborah Levy

**Forthcoming Books** Rose Army,2003

**The Book**

**Review** ,2005      **Creating Postcolonial Literature** C. Davis,2013-04-21 Using case studies this book explores the publishing of African literature addressing the construction of literary value relationships between African writers and British publishers and importance of the African market It analyses the historical political and economic conditions framing the emergence of postcolonial literature      The Economist ,2005      *Symphony* ,2005      **Screen** ,2004      **Medical and Health Information Directory** Gale Group,2002-12      *Benn's Media* ,2004

## **Email Writing Oup** Book Review: Unveiling the Magic of Language

In an electronic digital era where connections and knowledge reign supreme, the enchanting power of language has become apparent than ever. Its ability to stir emotions, provoke thought, and instigate transformation is truly remarkable. This extraordinary book, aptly titled "**Email Writing Oup**," published by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound affect our existence. Throughout this critique, we shall delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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