

# PROFESSIONAL EMAIL

## INTRODUCTORY INFORMATION:

Your address

City, State, Zip

Date of Writing

Name of Employer

Title of Employer

Company Name

Company Address

### REMEMBER

This isn't too professional so you do not need to indent

Ensure you are concise and to the point so the reader finishes reading the email in its entirety.

Dear Mr/Ms/Mrs (Employers Last Name)

### ▶ 1ST PARAGRAPH

Introduce the topic you are writing about, including your opinions and the importance to you, while balancing passion and professionalism.

### ▶ 2ND PARAGRAPH

Address any conflict but then provide solutions, what you will contribute to combat the issue or task at hand.

### ▶ 3RD PARAGRAPH

Offer assistance in the solution, remind the reader that they may reach out to you.

Respectfully,

Your name (typewritten)

Pronouns

Title/Role



IMPACT CENTER

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