Emails

IN A SENTENCE Most people read emails quickly, on a phone, between other things.

LAYOUT TEMPLATE

Emails

Use this skeleton to plan your email. The numbers follow the order the reader sees each part.

Send

1. **To**
2. **From**
3. **Subject**
4. **Dear [name],** *register: formal or friendly?*
5. **Opening**
   purpose in 1–2 sentences
6. **Details**
   short paragraphs · list if several points
7. **Request / next step**
   what you want + by when
8. **[closing line]** *I look forward to hearing from you.*
9. **Sign-off + name**
   + role and contact (formal)

My plan

BEFORE YOU WRITE

Who is reading?

Where will it appear?

Why are you writing?

HOW TO USE IT

The numbers show the order your reader meets each part.

Use the template to plan, not to copy. Adapt it to your reader, context and purpose.

Want more?

The full chapter in It's Alwrite! has the conventions, useful language, an annotated model and a checklist.