



## Writing Centre

### Formal Business Email Template

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From: [Your name/Email address]

To: [Recipient's Name/Email Address]

Cc: "Courtesy Copy" [List of contacts who will receive copies of this email—contacts can see each other's information]

Bcc: "Blind Courtesy Copy" [List of people who will receive copies of this email—contacts cannot see each other's information]

Subject Line: [Purpose of email]

Date: [Date when email was sent]

[Salutation]

#### **Body of email:**

**First Paragraph**—state the *purpose*\* of the letter in a direct manner.

E.g. "I am writing to..."

**Second Paragraph**—Fill in and explain the necessary *background* information, leaving out anything that is unnecessary. Stick to the facts.

**Third Paragraph**—Give your *call to action*. Be clear and specific. NOT like an essay conclusion. Depending on your letter's purpose, this paragraph may summarize; recommend a course of action; make a specific request; present your qualification etc.

\*Possible purposes: *make a complaint, request information, respond to a sales inquiry, apply for a job, etc.*

[Complimentary closing]

[Space for your e-signature (optional)]

[Your Name]

[Your Title/Position]

[Company Name]

[Your Office, Your Phone number]

[Your Email]