



How to start an email.

Step 1. Choose your greeting.

Step 2. Well wishes.

Step 3. Inform the reader.

Follow-up & Reply



Step 1.

How you greet your reader is especially important in setting the register in your writing.

Here are some ways that are appropriate.

Informal

Hi John,

Hi there,

Hi everyone,

Formal

Hello Mr. Fazio,

Greetings,

Dear Mr. Fazio,



Step 2.

Well wishes.

This part really is more of a formality but be sure to match the tone of your greeting.

Informal

Hope all is good.

Hope you had a great weekend.

It is me again.

Formal

I hope this letter finds you well.

I hope you are doing well.



Step 3.

Next, we need to inform the reader why we are writing.

Take a look at some of the examples below.

Informal

I would like to let you know that...

I am happy to say that...

Just letting you know...

Formal

I am writing in regards to the...

With reference to our...

It is a pleasure to inform you that...



Follow ups

If you are following up, take these into account.

Take a look at some of the examples below.

Informal

Just following up on...

I am getting back to you on...

Formal

As per our conversation...

I would like to follow up on...

As we discussed on our call...



Replies

If you are writing a reply, take these into account.

Take a look at some of the examples below.

Informal

Thanks for getting back to me.

Thanks for getting in touch.

Thanks for the quick response.

Formal

Thanks for the update.

Thank you for the information.

Thank you for the prompt response.