



Writing Centre

Formal Business Email Template

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]