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]