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How to Write a Formal E-mail?

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1. Subject Line

The subject line should be precise and should reflect why you are writing. For example, you are writing an email for inquiring a training opportunity, so you can type: Internship applications for summer 2020 in X (name of the organization or institution).



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2. E-mail Recipients

TO: to field should include the main recipient who will take an action.

CC: CC means carbon copy. CC field should include the people that should know about your message, however they are not expected to take an action.

BCC: stands for Blind Carbon Copy. The recipients in this category see the mail, but not other recipients.



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2. E-mail Recipients

*For e-mail threads, it is important to remember to CC the recipients to keep them in the loop while replying to e-mails. Otherwise they will not be informed. If you only reply to the main recipient, e-mail thread will be disturbed.



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3. Addressing the interlocutor,

- It is best to include the full name of the receiver, such as Dear “First Name and Last Name” or Dear “Mr./ Ms./ Dr./ Prof. and Last Name” .
- If the name of the receiver is unknown, you can start by saying “To whom it may concern” or “Dear Madam/ Sir”.



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4. Using Introduction,

Sender should introduce themselves then add some background information. For example,

Dear Professor White,

My name is Ayşe Örnek. I am a postgraduate student in Istanbul Kent University. I study in the Department of Dentistry. I am writing regarding the course equivalency issue...



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5. Body of the Mail,

The body of the text should include your message, the bulk of the text. It should explain clearly why you are writing.



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6. Thanking the Interlocutor,

- Thank you for your consideration,
- Thank you for your understanding,
- Thank you for your attention to the matter.
- Thank you for any help you can provide.
- Thank you for considering my request.
- Thank you again for your valuable time and effort.
- Thank you for your kind cooperation.



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7. Kindly Ending

- I will appreciate your help with this situation.
- I will be grateful for any help you can provide.
- I hope you will be able to provide the information.
- I appreciate your attention to this matter and look forward to receiving your response.



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8. Alternatives of Letter Closing

Options for formal letter:

Best, My best, Regards, Best regards, Kind Regards, Respectfully, Respectfully yours, Yours respectfully, Sincerely, Sincerely yours, Yours sincerely, Yours truly, Cordially, Cordially yours, With appreciation, With sincere appreciation, With gratitude, With sincere thanks.



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9. Important Notes:

Double check for:

- Spelling errors
- Grammatical errors
- Spelling of names
- Typos



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10. Important Notes:



Replying expediently, no later than 24 hours with the exception of weekends and holidays, is considered common courtesy. Responding a week or two weeks later, is generally considered rude. Of course if a person has valid reason for replying late, that is an exception.



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