

Sample Professional Email

Here are sample emails with their different components. The style may vary depending on the system you use.

Formal Email

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|---|---------------------------------------|
| 1. From: Janet Hugues | 2. Sent: 10 January, at 9:10AM |
| 3. To: Frank Bonkowski | 4. CC: Craig Gonzales |
| 5. Bcc: Jacky Lestrangle | 6. Subject: New Book |
| 7. Attachment: Press release.doc | |

8. Dear Mr. Bonkowski,

9. I thought you may be interested in The Pocket Writer's Guide, a new book that may benefit your readers.

Please let me know if you are interested in seeing a copy or would be interested in speaking with the author, Susan Barnes. I am including the text of our press release in an attachment.

I look forward to hearing from you.

10. Best regards,

11. Janet Hughes
 Director of Publicity
 12. Nash Public Relations
 360 Madison Avenue, Suite 103
 New York, NY 10011
 13. 212-602-4008 x15

14. www.nashpr.com

15. Twitter: @NPRinc

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| 1. Name of person sending the email | 2. Date and time |
| 3. Name of person receiving the email | 4. Other person receiving the message |
| 5. Another person receiving the email without the sender knowing | 6. Content of the email |
| 7. Document sent separately, not included in the email | 8. Greeting or opening |
| 9. Body of the email | 10. Closing |
| 11. Sender's name and title | 12. Company and address |
| 13. Telephone number | 14. URL or website address |
| 15. Social media link | |