

## Formal Email Format

Use this format for professional purposes, for writing to professors, and for applications and resumes.

Dear Professor Kim

Or

Dear Mr. Turner

Use Dear not Hi, in formal email. NO Punctuation after Dear

Colon: No space between the word before and the colon: "Dear Mr. Turner:"

Always CAPITALIZE names.

These days punctuation is getting simplified, especially in the business world. If it is routine email and not a formal business letter on paper then no colon is also appropriate.

Body of email .....

Sincerely,

Or

Yours truly,

Adam Turner

Director

English Writing Center

Hanyang University

Sincerely, and other closings are followed by a comma. The name should be on the next line or skip one line. If it is a business letter on paper then you should skip four lines because your handwritten signature should be between the "Sincerely" and your name.

Notice that the second word is not capitalized.

No commas between titles and the end of an signature line if possible.

## Personal (informal) Email Format

Adam,

Dear Adam

Dear Adam,

Dear Mr. Turner,

Dear Mr. Turner

Or

Hi, Adam.

Hello, Mr. Turner.

Very informal

The greeting in a personal email is not that important but follow the punctuation here at least. It also depends on the relationship between the people too much to give clear rules. There is also a Korean email style that is influenced by the Internet. Overusing !!!! and ~~~ is common in emails from Korean students. Do not use Hi!!! or Bye~~ when emailing foreign Professors. It looks childish.

Period only after beginning with "Hi"

Comma after Hi or Hello,

Take care, Bye, See you tomorrow, Love, etc. many closings are possible.