Formal email template with guidance

To: Recipients email address

CC: Add the email address of anyone you think should receive a copy of the email

From: Your name / email address

Subject: The subject of the email

Dear [Recipients name],

Paragraph 1 – introduction to the email and its purpose: I am contacting you to …., I wish to enquire …., I saw your advertisement …

Paragraph 2 – more (detailed) information that builds upon the first paragraph. Ideally the email should be no more than three or four paragraphs.

Paragraph 3 - Ideally the email should be no more than three or four paragraphs long.

Paragraph 4 – Closing paragraph, usually one or two sentences long, thanking the recipient for their time and attention and, if applicable, stating what you want to happen next.

Yours sincerely / Best regards

[Your name]

Attachments [and your phone number or postal address if required]