

EMAIL ETIQUETTE

HOW TO WRITE BUSINESS EMAILS PROPERLY



Choose a clear subject line

Let your readers know what the email is about



Use your professional email address

It should include your name to let the recipient know who is contacting them



Use professional salutations

Avoid "Hey" and shortening people's names



Use CAPITAL LETTERS sparingly

They make you appear too emotional and even impolite



Reply in a timely manner

Don't take longer than 24 hours



Use spell-check and proofread

Re-read your email several times before you click send