# Sample Professional Email

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

## Formal Email

1. From: Janet Hugues
2. Sent: 10 January, at 9:10AM
3. To: Frank Bonkowski
4. CC: Craig Gonzales
5. Bcc: Jacky Lestrange
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

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 emaiil
10. Closing
11. Sender's name and title
12. Company and address
13. Telephone number
14. URL or website address
15. Social media link

# Examples Of How To Write Emails At Work

**D Kirk**

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