

How to send a Professional Email

Writing a professional email involves following a set of guidelines to ensure clarity, respect, and effectiveness in your communication. Below, you will find a step-by-step guide on how to write a professional email:

1. Choose a Clear and Concise Subject Line:

Your subject line should accurately reflect the content of your email and grab the recipient's attention. Keep it concise and relevant.

2. Use a Formal Salutation:

Start with a formal salutation, such as "Dear Mr. Smith" or "Hello Dr. Johnson." Use the appropriate title and last name of the recipient.

3. Write a Clear and Polite Opening:

In the opening, briefly introduce yourself if necessary and state the purpose of your email. Be concise and direct while maintaining a polite tone.

4. Provide Context and Details:

Explain the reason for your email in a clear and organized manner. Provide relevant information, context, and any necessary details. Use bullet points or paragraphs for readability.

5. Be Courteous and Polite:

Maintain a respectful and professional tone throughout the email. Use courteous language; avoid slang or jargon, or child support specific acronyms.

6. Use Proper Grammar and Spelling:

Ensure your email is well written and free of grammatical and spelling errors. Use a spell checker and proof-read your email before sending it.

7. Keep It Concise:

Get to the point quickly. Busy individuals appreciate concise emails that convey the necessary information without unnecessary filler.

8. Use Professional Language:

Use appropriate language and avoid overly casual or informal phrases. Keep the tone of the email appropriate.

9. Make Clear Requests:

If you are making a request, make sure it is clear and specific. State what you need and provide any relevant deadlines or expectations.

10. Summarize and Provide Next Steps:

Summarize the main points of your email in the closing

paragraph. If there are any specific actions required from the recipient, clearly state what they need to do next.

11. Use a Professional Closing:

Use a formal closing such as "Sincerely" or "Best Regards" followed by your full name. If you are communicating with someone you have an ongoing relationship with, you can use less formal closings like "Best" or "Regards."

12. Include a Signature:

Include your full name, job title, company name, and contact information in your email signature. This provides the recipient with necessary information about you. Please review information on Branding Evolution for good reminders on email signatures.

13. Review and Edit:

Before sending the email, review it carefully. Check for errors, clarity, and tone. Ensure that your email accurately reflects your intentions and is respectful in its language.

14. Double-Check Recipients:

Ensure you are sending the email to the correct recipients. Double-check the email addresses in the "To," "CC," and "BCC" fields.

15. Be Mindful of Attachments:

If you are attaching files, mention them in the body of the email and ensure they are properly named and relevant to the content of the email.

Below are a few additional email tips:

1. Avoid Using All Caps:

Using all capital letters can come across as shouting and unprofessional. Use proper capitalization and punctuation.

2. Avoid Using Emojis and Abbreviations:

Emojis and excessive abbreviations may not be suitable for professional communication. Use them sparingly, if at all.

Remember, the key to writing a professional email is clarity, respect, and effectiveness. Tailor your email to the recipient and the context of your communication.



Email Example

Subject: Important: Scheduled Genetic Test Appointment Details

Dear [Customer's Name],

I hope this message finds you well. I wanted to provide you with the details of your upcoming scheduled genetic test appointment; this the next step in our efforts to establish parentage.

Appointment Date: [Date]

Appointment Time: [Time]

Location: [Address]

Please arrive 15 minutes before your scheduled appointment time to complete any necessary paperwork and to ensure that we can start the process promptly.

Please remember to:

1. Bring a valid photo ID for identification purposes.
2. Avoid food, drink, tobacco, and oral care products. These items could interfere with providing accurate test results. Also, ensure children do not have a bottle 20 mins before testing.

If you need to reschedule or have any questions regarding the appointment, please contact our office at [Phone Number].

Thank you for your cooperation and understanding. We look forward to seeing you at your scheduled appointment.

Best regards,

First and Last Name | Job Title

Division | Oklahoma Human Services

Phone: xxx-xxx-xxxx

FirstName.LastName@okdhs.org | www.OKDHS.org