Al-Mustaqbal Uni.

Dep. of English Language

3r year /Essay & letter writing

Formal Email

1. Email subject

a. Job application

b. Requesting vacation

c. Response to a complaint

d. To your professor seeking help

e. Request for vacation leave

2. Greeting

Depending on the level of formality, your salutations can take various forms. Here are some standard greeting examples:

Dear [Name],

Dear Mr./Ms./Dr./Professor [Last name],

3. Email body

- Explain what you’re writing about. If you’re emailing a stranger, briefly introduce yourself and get straight to the point. State the purpose of your email clearly so a person can understand why you’re emailing them and how they can help.

- Value the reader’s time. Provide a recipient with any additional information they need to reply. At the same time, try to keep your email short and simple, and don’t overload it with extra details.

- Make your email easy to read. Break your message into short paragraphs. Where appropriate, emphasize the key information with **bold** or *italics*. Your aim to make your email as structured and easy to skim as possible.

4. Closing

If you want your recipient to do something, a formal closing tells a recipient what’s next and includes a specific call to action.

If you’re just wrapping up the discussion you’ve previously had, end on a friendly note to show a reader you’re willing to keep in touch with them.

5. Signature

Here are some common phrases you can use to sign off:

Sincerely,

Best regards,

Kind regards,

Thanks again,

Samples

Response to a complaint

Dear Mr. Mohammed,

I’m sorry for the unpleasant experience you had in our store and I can understand your frustration. I have forwarded your complaint to our management team, and we’ll do our best to make sure this never happens again.

I refunded your purchase, and your funds should be with you shortly. We also want to offer you a 10% discount for your next purchase in our store. Please use this promo code to get a discount: 00001244665AB.

Please accept our apologies for the inconvenience you had.

Best regards,

Khalid

Sales Manager

Phone : 07750544370

Mobile:07750544300

Sample 2

Student discounts for the Annual Coding Conference

Greetings,

I would like to ask if you provide student discounts for tickets to the Annual Coding Conference.

I’m a full-time student at the University of Texas and I’m very excited about your event, but unfortunately, the ticket price is too high for me. I would appreciate if you could offer me an educational discount.

Looking forward to hearing from you!

Best,

Mark

Sample 3

To your professor

Dear Professor Asim,

I'm in your class (group B) and would like to request an extension for my current assignment. I'm struggling to complete the assignment in time because of the flue I caught 2 days ago. I am still under medication now.

I would like to reassure you that if you grant me this extension, I will ensure I deliver the assignment for this date.

Please feel free to contact me, and I look forward to receiving your reply.

Many thanks,

Zahra Ahmed

Sample 4

To your professor

Dear Professor Asim,

I'm currently failing your class) phonetics) and wanted to speak with you about what I can do to put things right.

Could you spare some time to sit down with me and discuss my current progress and provide some feedback on areas I can improve? I would welcome your expert guidance in helping me to get back on track.

If you are willing and able to help me, please email me back with a suitable date and time for us to meet.

Many thanks,

Sumana Kareem

Sample 5

Request for Vacation Leave

Dear Mr. Mark,

I would like to request vacation leave from [start date] to [end date]. During my absence, I will ensure that all my work is completed before I leave and that my colleagues have access to any necessary files or information.

I would be happy to discuss my workload and ensure that it is covered while I am away. Please let me know if there are any concerns or questions you may have.

Thank you for your consideration.

Sincerely,

Ahmed

Sources: Spark

<https://sparkmailapp.com/formal-email-template>

Simplistic:

<https://simplestic.com/vacation-request-email-sample/>