

EMAIL ETIQUETTE 101

From: Jones, Morgan

Sent: Tuesday, July 07, 2015 3:00 PM

To: Smith, Gene

Cc:

Bcc:

Subject: Student Request for Meeting

Dear Dr. Smith,

I hope this message finds you well. My name is Morgan Jones and I am a freshman biology major in your BIO 120 class (section # 2300). I was wondering if you would have time this week to meet with me to discuss courses for the spring semester. Whenever is most convenient for you would work for me as my schedule is wide open this week.

Please let me know what time would be best, or if I can provide any further information.

Thank you in advance! I am looking forward to hearing from you.

Sincerely,

Morgan Jones

University at Albany, SUNY | 518-555-1234 | mjones@albany.edu

Don't expect a response immediately. People are busy! Wait at least 24 hours in most cases to hear back.

Check Cc and Bcc lines to make sure you are sending it to the right person.

Address people properly ("Dr.", "Professor", etc.)

Have a clear, concise, applicable subject.

Identify who you are right away.

A nice greeting sets for a nice tone.

Identify why you are writing this email.

If requesting a meeting, include availability.

Typically, you are requesting something in an email. Always make it easier on them by seeing if there is anything else you can provide or do.

Make sure that your signature is concise and includes relevant contact information.

Include a sincere goodbye. Exclamation points are appropriate as long as they aren't excessive.