

# WRITING A PROFESSIONAL EMAIL

During your time at Oakland University you will be in contact with professional academic advisers, professors, and even professionals that work in your chosen career to advance yourself. This document will serve as a guide when sending professional emails to important professionals on and off campus via email.

## KEY COMPONENTS OF A PROFESSIONAL EMAIL

### 1. SUBJECT:

You should always include a subject when sending an email. The subject should be relevant to the question or information you need.

### 2. GREETING:

It is important to open with a greeting.

**DEAR**  
or  
**HELLO**



**PROFESSOR**  
**MR.**  
**MRS./MS.**  
**JOHN**  
**DR.**

If you are contacting a company use:

**TO WHOM IT MAY CONCERN**

### 3. STATE YOUR PURPOSE

It is important that you make your purpose or question clear and always give the reader all the informations they will need to answer your question.

**“I AM WRITING IN REFERENCE TO”**

**“I AM LOOKING FOR HELP WITH”**

**“DO YOU HAVE ANY INFORMATION REGARDING”**

**“I AM WRITING TO ENQUIRE ABOUT”**

### 4. CLOSING REMARKS

Always give the reader some recognition, appreciation, or thanks for the work they will do to answer your question, refer you to the right person or information they will give you.

**“ THANK YOU FOR YOUR HELP ”**

**“ THANK YOU FOR YOUR TIME ”**

**“ I LOOK FORWARD TO SPEAKING WITH YOU ”**

### 5. SIGNATURE

This is the last step always end with one of the following:

**“BEST REGARDS,  
[INSERT YOUR NAME]”**

**“SINCERELY,  
[INSERT YOUR NAME]”**

**“THANK YOU,  
[INSERT YOUR NAME]”**

# WRITING A PROFESSIONAL EMAIL: EXAMPLES

Below you will find two different examples of emails and how they should look:

**SUBJECT:** Informational Interview Request

Dear (Insert Mr./Ms. Name),

I am a first year student at \_\_\_\_\_. Currently I am in the process of deciding upon a major. I have an interest in majoring in \_\_\_\_\_ and your company has an outstanding reputation in that area.

I would appreciate the opportunity to meet with you briefly to discuss careers in \_\_\_\_\_. I am especially interested in your insights about the future of this area. Any information you have would be very helpful for me in my career exploration.

Would you be willing to meet with me? If so, is there a time that would be most convenient for you or a way that you would like me to go about setting up this meeting?

Thank you!

Sincerely,  
(Insert Name Here)

**SEND**

**SUBJECT:** Dropping Courses- MTH 062

Hello (Insert Mr./Ms. Name),

I hope your week is going well! I am writing because I was wondering the policies regarding dropping a course. I am thinking about dropping MTH 062 from my fall semester. What is the last day I can drop a course by? Is there anyone I should speak to before dropping a course? How will dropping a course impact me?

Thank you so much for your time. I look forward to hearing from you!

Best Regards,  
(Insert Name Here)

**SEND**

## SUBJECT ✓

Informational Interview Request  
Dropping Courses- MTH 062

## GREETING ✓

“Dear (Insert Mr./Ms. Name),”  
“Hello (Insert Mr./Ms. Name),”

## STATE YOUR PURPOSE ✓

“...appreciate the opportunity to meet with you...”  
“... was wondering the policies regarding dropping a course.”

## CLOSING REMARKS ✓

“Thank you!”  
“Thank you so much for your time. I look forward to hearing from you!”

## SIGNATURE ✓

“Sincerely,  
(Insert Name Here)”  
“Best Regards,  
(Insert Name Here)”